Ontario

Dossier des clauses des conventions collectives entre conseils scolaires et enseignants

Education Relations Commission
Ontario

Numéro 20

Horaire des tâches d'enseignement et autres, 1981-82

Janvier 1982

Education Relations Commission
Ontario

Cette publication a été rédigée par la Commission des Relations de Travail en Education dans le cadre des services qu'elle offre aux parties engagées dans des négociations, de la manière décrite dans la Loi sur les négociations collectives entre conseils scolaires et enseignants.

Cette publication a pour but:

.d'offrir, de manière neutre, des renseignements actuels et précis provenant de conventions collectives écrites, dans le but d'aider les parties durant les diverses étapes du processus des négociations.

La publication est basée sur les conventions collectives écrites négociées entre les enseignants et les conseils scolaires pour l'année de convention (septembre-août) 1981-82, qui ont été déposées à la Commission. Elle contient des clauses reprises textuellement* qui ont été extraites de ces conventions et qui ajoutent un aspect qualitatif à d'autres publications de la Commission de nature statistique.

Ce document peut être obtenu par les parties et les autres personnes intéressées qui en font la demande.

Veuillez adresser toutes les questions concernant cette publication et les demandes de renseignement supplémentaires aux:

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*Dans certains cas, nous avons transcrit uniquement la partie de la clause qui se rapporte au sujet de cette publication et non de la clause entière.

Education Relations Commission

Ontario

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A. INTRODUCTION

Ce document traite de cinq sujets concernant les tâches des enseignants:

- heures d'enseignement
- temps de préparation
- contact élève-enseignant (C.E.E.)
- temps libre pour postes à responsabilités, et
- surveillance à l'heure du midi et autre

Chaque sujet est discuté brièvement. Nous avons noté certaines des tendances habituelles, et en cas de variations dans les termes utilisés dans le contrat, nous avons donné des exemples pour faire ressortir les différences dans la terminologie. L'Appendice donne une liste complète des clauses se rapportant à chaque sujet.

1. Conventions analysées

En janvier 1982, 132 ou 66% des 200 conventions possibles en vigueur en 1981-82 dans les Conseils scolaires des Ecoles Elémentaires, les Conseils scolaires des Ecoles Secondaires et les Conseils scolaires combinés de Comté et de District des Ecoles séparées catholiques avaient été déposés à la Commission des Relations de Travail en Education.

Le Tableau 1 indique comment se répartissent les conventions disponibles pour l'analyse traitées dans ce dossier "clauses".

Tableau 1 Conventions disponibles pour l'analyse, 1981-82

	Elém.	Sec.	C.E.S.C.	Total
Nombre total de conventions possibles pour 1981-82	76	76	48	200
Nombre de conventions disponibles pour l'analyse	57	50	25	132

2. Conventions déposées à la Commission

Elémentaires

Atikokan
Brant
Bruce
Carleton
Central Algoma
Cochrane-Iroquois Falls
Dryden
Dufferin
Durham
East Parry Sound
East York
Elgin
Espanola
Essex
Etobicoke
Fort Frances-
Rainy River
Frontenac
Geraldton
Grey
Haldimand
Haliburton
Halton
Hastings
Hearst
Huron
Kapuskasing
Kent
Kirkland Lake
Lakehead
Lake Superior
Lambton
Lanark
Leeds & Grenville
London
Manitoulin
Middlesex
Muskoka
Nipigon-Red Rock
Nipissing
Norfolk
North Shore
North York
Oxford
Peel
Perth
Prince Edward
Sault Ste. Marie
Scarborough
Stormont, Dundas
& Glengarry
Sudbury
Timiskaming
Toronto
Victoria
Waterloo
Wellington
Windsor

Secondaires

Atikokan
Brant
Bruce
Carleton
Central Algoma
Chapleau
Dryden
East Parry Sound
East York
Elgin
Espanola
Essex
Etobicoke
Fort Frances-
Rainy River
Frontenac
Geraldton
Haliburton
Halton
Hamilton
Hearst
Kapuskasing
Kent
Lake Superior
Lambton
London
Manitoulin
Middlesex
Muskoka
Niagara-South
Nipigon-Red Rock
Nipissing
North Shore
North York
Ottawa
Perth
Peterborough
Renfrew
Sault Ste. Marie
Scarborough
Stormont, Dundas
& Glengarry
Sudbury
Timiskaming
Timmins
Toronto
Victoria
Waterloo
Wellington
Windsor
York Borough

C.E.S.C.

Brant
Bruce-Grey
Cochrane-Iroquois
Falls
Dufferin-Peel
Essex
Fort Frances-
Rainy River
Frontenac-Lennox
& Addington
Hearst
Huron-Perth
Kapuskasing
Kenora
Lambton
Lanark, Leeds
& Grenville
London-Middlesex
Metro Separate
Michipicoten
North of Superior
Prescott & Russell
Sault Ste. Marie
Simcoe
Timiskaming
Timmins
Welland
Wellington
York Region

3. Fréquence des clauses

Le Tableau 2 indique la fréquence,par type de convention, des clauses concernant les horaires des tâches d'enseignement et autres.

Tableau 2 Fréquence des clauses concernant les horaires des tâches d'enseignement et autres, par type de convention, 1980-81

Clause	Elémentaires		Secondaires		C.E.S.C.		Total	
	%	(n)	%	(n)	%	(n)	%	(n)
Heures d'enseignement	0.0	(0)	56.0	(28)	0.0	(0)	21.2	(28)
Temps de préparation	21.1	(12)	40.0	(20)	4.0	(1)	25.0	(33)
Contact élève-enseignant	0.0	(0)	32.0	(16)	0.0	(0)	12.1	(16)
Temps libre pour postes à responsabilités	28.1	(16)	44.0	(22)	48.0	(12)	37.9	(50)
Surveillance à l'heure du midi et autre	42.1	(24)	38.0	(19)	24.0	(6)	34.1	(45)
Conventions déposées	57		50		25		132	

B. CARACTERISTIQUES DES CLAUSES

1. Heures d'enseignement

L'examen des 132 conventions collectives actuellement déposées à la CRTE et en vigueur durant l'année de négociation 1981-82, révèle l'absence de clauses précisant les heures à consacrer à l'enseignement dans le secteur Elémentaire et dans les C.E.S.C. Sur les 50 conventions applicables au secteur Secondaire, 28 contiennent une clause se rapportant aux heures d'enseignement. Ces clauses peuvent être divisées en deux types: (1) celles qui stipulent des limites maximum aux tâches d'enseignement, et (2) celles qui précisent un maximum d'enseignement ininterrompu. Nous discutons chacun de ces types ci-dessous.

a) Maximum des tâches d'enseignement

La terminologie utilisée pour ces clauses varie d'une convention à l'autre, mais si nous généralisons, nous constatons que pratiquement toutes limitent les tâches d'enseignement à un maximum de 6 périodes par jour (en moyenne) ou de 30 périodes par semaine, ou bien expriment ce même concept en minutes par semaine, en un pourcentage de temps assigné par un horaire, ou en crédits par année.

Certaines clauses constituent clairement des directives qui permettent d'adapter souplement la disposition à des situations concrètes. Elles utilisent des phrases comme: "le Conseil devra tenter de ..." ou "les directives suivantes sont applicables" ou "l'horaire d'enseignement usuel est ..." ou "le Conseil devra accomplir tous les efforts raisonnables". D'autres clauses mentionnent explicitement la possibilité de dépasser l'horaire d'enseignement maximum. Par exemple, la convention des écoles Secondaires de Sudbury impose à l'enseignant 6 périodes de 40 minutes par jour durant chaque année scolaire, ou pendant l'équivalent de ce temps, mais prévoit une période d'enseignement supplémentaire si le directeur et l'enseignant intéressé ont conclu un accord mutuel par écrit (voir également ecoles Secondaires de Victoria). La convention des écoles Secondaires de North Shore admet qu'à certaines occasions un directeur puisse imposer à un enseignant plus de 6 classes par jour. "Whenever possible," déclare la convention, " a classroom teacher will teach 6 classes. However, it is expected that the Principal in consultation with the individual teacher may assign a seventh class where the total number of students taught by the teacher is such as

to justify this assignment." La clause de l'horaire d'enseignement des écoles Secondaires de Timiskaming va quelque peu plus loin: (1) en précisant de manière plus explicite les conditions dans lesquelles une période d'enseignement supplémentaire peut être imposée à un enseignant; (2) en précisant le maximum de la période pendant laquelle l'enseignant doit se conformer à la demande du Directeur; et (3) en décrivant d'une certaine manière la rémunération de l'enseignant intéressé. Voici le texte de cette clause:

"1.02:02 The maximum number of periods per day any teacher will teach will be:

- six periods in a traditional school
- three periods per semester in a semestered school
- or the equivalent

When a teaching overload exists in a school, the Principal, after gaining the concurrence of the Superintendent, may require a teacher to teach an additional period for one year. Such a teacher shall not be required to carry an additional period in the subsequent year. Where the overload in the school is the equivalent of half a yearly timetable, no teacher shall be required to carry the extra periods.

The Principal shall endeavour to balance the workload in cases where the teachers are asked to teach an extra load."

La convention des écoles Secondaires de Nipigon-Red Rock permettent à l'enseignant de demander une explication écrite au Directeur si son horaire comporte plus de 6 périodes d'enseignement par jour. Il a en outre le droit de porter plainte s'il trouve l'explication insatisfaisante. La clause déclare ce qui suit:

"17.03 b) Under exceptional circumstances and where no practical alternatives can be found, it may be necessary for one or two teachers to be assigned 7 teaching periods per day. In this situation the teacher(s) involved shall receive, upon request, a written explanation of why this timetable is necessary. A teacher who finds this explanation unsatisfactory may follow grievance procedure as outlined in Article XIX of this Agreement.

c) Any teacher assigned 7 periods of teaching in accordance with 17.03 (b) shall be exempted, in that semester, from:

i) the supervision duties outlined in 17.03 (a) (ii);

ii) supervision of examinations.

d) No teacher shall be assigned 7 teaching periods per day in both semesters of any school year."

b) Durée maximum d'enseignement ininterrompu

Huit conventions précisent une limite maximum d'enseignement ininterrompu. La convention des écoles Secondaires de Manitoulin déclare: "No teacher shall be assigned teaching duties over a continuous interval exceeding one hundred and sixty (160) minutes." La convention des écoles Secondaires de Nipigon-Red Rock déclare: "The maximum number of consecutive teaching periods in a teacher's assigned timetable shall be four where possible ..." Des clauses similaires sont présentes dans six conventions en vigueur dans le Grand Toronto.

2. Temps de préparation

25.0% des conventions déposées contiennent des clauses concernant le temps de préparation (voir Tableau 3). Leur fréquence est la plus grande dans le secteur secondaire (40%) et la moins élevée dans les C.E.S.C. (4%); dans le secteur élémentaire, la fréquence de ces clauses se situe entre les deux extrêmes (21%).

Tableau 3 Clauses de temps de préparation dans les conventions 1981-82

	Elémentaires		Secondaires		C.E.S.C.		Total	
	%	(n)	%	(n)	%	(n)	%	(n)
Avec clause	21.1	(12)	40.0	(20)	4.0	(1)	25.0	(33)
Sans clause	78.9	(45)	60.0	(30)	96.0	(24)	75.0	(99)
Total	100.0	(57)	100.0	(50)	100.0	(25)	100.0	(132)

Les clauses concernant le temps de préparation se rapportent à un ou davantage de trois domaines: (1) minimum de temps de préparation, (2) "blocs" de temps minimum pour la préparation, et (3) nombre maximum de préparations quotidiennes de leçons.

a) Minimum de temps de préparation

Environ la moitié des conventions Elémentaires et C.E.S.C. traitant de la question du minimum de temps de préparation, ne définissent pas clairement la durée du temps de préparation accordée effectivement à l'enseignant. En voici des exemples:

"Preparation Time

(a) Where such periods free of teaching and supervisory duties occur during the approved timetable for classes, these periods may be deemed to be 'Preparation Time'.

(b) The Board shall endeavour to provide sufficient teachers such that each teacher would have some time for preparation, consultation and evaluation, deemed 'Preparation Time'. This shall be exclusive of morning, noon and afternoon recesses."
(Michipicoten Elementary)

"Preparation Time:

Each teacher shall be granted periods each week, free from teaching and supervisory assignments, for the purpose of planning, implementation, co-ordination and evaluation. The number assigned to each teacher shall be at the discretion of the Principal and the Board depending upon teaching load and assignment."
(Hearst Elementary)

L'autre moitié des conventions Elémentaires et C.E.S.C. précisent des minimums pour le temps de préparation variant de 60 à 200 minutes par semaine et par enseignant. En voici un exemple:

"Preparation Time

Full time Teachers minimum 100 minutes per week.

Part-time Teachers (teaching at least half time), minimum 50 minutes per week."
(Essex RCSS)

Par contraste, les conventions Secondaires définissent en général de manière plus précise le minimum du temps de préparation. Celui-ci varie de 5 à 8 périodes par semaine et par enseignant, ou leur équivalent; le cas le plus fréquent est cinq (5) périodes. Voici des exemples:

> "At least 12 1/2% of scheduled instructional time per cycle shall be timetabled for preparation."
> (Wentworth Secondary)
>
> "All classroom teachers shall be guaranteed seven (7) lesson preparation periods per week based on a forty (40) period week."
> (Ottawa Secondary)

b) "Blocs" de temps minimum pour la préparation

A cause de la nature des horaires dans le secteur Elémentaire, il est parfois difficile en pratique de prévoir des blocs de temps pour préparer les leçons. Deux conventions élémentaires contiennent des clauses qui tentent d'aborder ce problème.

> "Preparation Time
> a) Every full time teacher is entitled to preparation time of an average of 30 minutes per day exclusive of recess and lunch time for the purpose of planning and student evaluation. The time blocks will not be less than 15 minutes each. Teachers teaching less than full time will be given preparation time on a pro-rata basis.
>
> b) Except in cases of emergency or inability to obtain a supply teacher, no teacher will be required to forfeit his/her preparation time to supervise the class of an absent teacher if the absent teacher is ill or on Board business."
> (Dryden Elementary)
>
> "Within the provisions of paragraphs 7.4 and 7.5, the principal will assign to each teacher a minimum of 100 minutes per week (or equivalent) free from teaching and supervision. Of this time, at least two blocks of not less than 40 minutes will be designated. Where the principal is unable within the resources of his school organization to effect the above, he will refer the problem to the area superintendent and both shall design a plan for the provision of the above, where practicable, through the integration into the school organization of specialised programmes."
> (Frontenac Elementary)

c) Nombre maximum de préparations de leçons par jour

Dans ce contexte, le terme "préparation" s'applique au travail nécessaire pour préparer un cours pour lequel un crédit

est offert". Cinq conventions secondaires contiennent ce genre de clause (Kent, Lambton, Nipigon-Red Rock, Nipissing, Norfolk). En général, la tendance qui semble se dégager est une moyenne de trois préparations de leçons par jour, et de quatre par jour comme un maximum. (Toutefois, veuillez-vous reporter aux écoles Secondaires de Nipissing).

Exemples:

"The Board will endeavour to maintain an average of three (3) lesson preparations per day per teacher."
(Kent Secondary)

"The normal number of daily teaching preparations will be three and the maximum number of daily teaching preparations will be four".
(Norfolk Secondary)

3. Contact élève-enseignant (C.E.E.)

Les clauses de contact élève-enseignant n'existent que dans les conventions secondaires.

Sur les 50 conventions secondaires déposées, 16 contiennent des clauses prévoyant une limite pour le nombre des élèves avec lesquels un enseignant peut s'attendre à entrer en contact chaque jour dans l'exercice de ses fonctions d'enseignement. La plupart des clauses déterminent le maximum de contacts élève-enseignant selon le genre de la matière enseignée. Il est typique de constater que les contacts sont moins nombreux pour les élèves de programmes professionnels que pour ceux des classes de niveau académique avancé. Dans ces dernières, le C.E.E. est en général de 180, alors qu'il n'obtient que 90 dans l'enseignement professionnel technique.

Une clause typique se présenterait de la manière générale suivante:

"Pupil Teacher Contacts (P.T.C.). No teacher shall exceed the following number of pupil teacher contacts per day:

a) Academic, Advanced or Open	180
b) Academic, General	150
c) Technical and Home Economics	120
d) Commercial	180
e) Remedial	90
f) Occupational, Academic	90
g) Occupational, Technical	90

The maximum P.T.C. for teachers with mixed assignments will be calculated by pro-rating the above maximums.

e.g., Teacher with 4 classes advanced and 2 classes general 4/6 x 180 + 2/6 x 150 = 170 maximum P.T.C."
(Dryden Secondary)

Outre la forme générale ci-dessus, certaines clauses contiennent des "dérogations". La convention Secondaire de Wentworth par exemple est un peu différente car elle contient une clause C.E.E. applicable à un système scolaire où l'année est divisée en semestres.

"Pupil-Teacher Contacts

As of September 30 of the school year in Non-Semestered Schools , the maximum P.T.C. shall be as below. The Semestered P.T.C.'s shall not exceed 55% of the maximum P.T.C. in one semester and 45% in the other, using the enrolments as of September 30 and February 28.

The maximum P.T.C. shall be calculated proportionately to the number of classes taught and to the number taught in each area.

Subject Area	P.T.C.
General Level Science, Math., History, Geography	150
English	150
Science Advanced	165
Other Advanced	180
Other General	170
Technical and Home Ec. (shops)	144
Occupations	108

In special circumstances, a teacher may be assigned Pupil-Teacher Contacts up to five percent (5%) in excess of the foregoing P.T.C. figures."
(Wentworth Secondary)

La convention Secondaire de Nipissing est également intéressante car elle décrit une procédure pour porter plainte et diverses formes pour les rémunérations des enseignants dont le C.E.E. dépasse le maximum.

"16.08 Maximum Workload and Class Size 1981-82 For Secondary Schools with Enrolments over four hundred (400).

16.08 (a) 6 teaching periods per day (as an average) based on a school day of 8 periods plus lunch or equivalent for schools based on a different timetable.

16.08 (b) 4 different lesson preparations per day (on the average) or equivalent for schools based on a different timetable.

16.08 (c) Maximum class size of:

i) 35 students in academic five-year classes
ii) 32 students in open academic classes (i.e. in 5 year and 4 year mixes)
iii) 30 students in academic 4 year classes
iv) 20 students in occupations classes in academic
v) 24 students in 5 year and 4 year technical shop classes
vi) 15 students in occupations shop classes

16.08 (d) In any case where the total number of student/teacher contacts per day exceeds 180 - 10N students as defined above this case shall count as two instances of overload for the purposes of 16.10.

16.09 Maximum Workload and Class Size 1981-82 For Secondary Schools with enrolments under four hundred (400).

16.09 (a) 7 teaching periods out of one teaching cycle (based on a teaching cycle of 9 periods in a day and a half)

16.09 (b) 5 different lesson preparations per teaching cycle (on the average)

16.09 (c) class sizes as outlined in 16.08 (c)

16.09 In any case where the total number of teacher pupil contacts per day exceeds 160 - 7M students as defined [where N is the number of occupation classes assigned per teaching cycle] above this case shall count as two instances of overload for the purpose of 16.10.

16.10 On or about September 30th of each school year, the Principal of each secondary school shall examine the timetables of the teaching staff of that school with respect to the guideline maximums stated in 16.08 and 16.09 above. The Principal shall identify those teachers (if any) whose timetable requires that the maximum guideline figures stated in 16.08 and 16.09 above be exceeded in two or more stances. Every two excesses over the class size in 16.08 (c) shall count as one separate instance. If those teacher's timetables cannot be brought within the guideline maximum by means of simple timetable changes, the Principal shall determine, in consultation with the Teacher, as the first step, and if unresolved, in consultation with the Teacher and the school Branch President in the case of an OSSTF teacher of the AEFO representative in the case of an AEFO teacher, as a second step, suitable forms of timetable compensation (such as reduction or elimination of on-calls, examination supervision, year-end duties, home-form duties, hall or cafeteria supervision, etc.) for the teacher involved. For every six teachers that exceed

the maximum guidelines, as specified in 16.08 and 16.09 in two or more instances as defined in 16.08 (d) 16.09 (d) and 16.10 above, and remain unresolved, the form of compensation shall be the allocation of one additional teacher, if available from the supply Pool, to alleviate the workload of those six individual teachers. These changes shall be implemented as soon as possible after September 30th."
(Nipissing Secondary)

Les conventions de 1980-82 de Etobicoke, East York, Scarborough, Toronto et York, et la convention de 1981-82 à North York contiennent également des clauses (identiques) pour les plaintes.

"A Teacher who believes his teaching workload to be excessive, either because his number of pro-rated Pupil Period Contacts is significantly higher than the average Pupil Period Contacts for that Program for that school for that year or for any other reason, shall have the right to request a School Workload Representative (S.W.R.) (appointed by the Teachers in that school to represent any Teacher in the school who may complain about excessive workload) to accompany him to consult with the department head, principal and/or other relevant persons, including the appropriate supervisory officers of the Board, regarding the stated problem. When appropriate supervisory officers of the Board are involved, a representative of the Branch Affiliate will be involved if the Teacher so requests. The department head, principal or other officers shall, in the course of consultation, make available to the S.W.R. all relevant information used in time-tabling. If the department head, principal and/or the aforementioned officers come to the conclusion that the greater than average work load is not the result of legitimate timetable considerations, course option factors or reasons related to the Teacher's area of specialization, they shall forthwith take steps to rectify the problem."

4. Temps libre pour les postes à responsabilités

Le tableau ci-dessous indique la fréquence des clauses de temps libre, c'est-à-dire des clauses autorisant des personnes occupant les postes à responsabilités de se libérer de leurs tâches d'enseignement pour se consacrer à leurs responsabilités administratives.

Tableau 4 Clauses accordant du temps libre pour les tâches à responsabilités administratives, 1981-82

	Elémentaires		Secondaires		C.E.S.C.		Total	
	%	(n)	%	(n)	%	(n)	%	(n)
Avec clause	28.1	(16)	44.0	(22)	48.0	(12)	37.9	(50)
Sans clause	71.9	(41)	58.0	(29)	52.0	(13)	62.1	(82)
Total	100.0	(57)	100.0	(50)	100.0	(25)	100.0	(132)

Le Tableau 5 indique la fréquence de ces clauses, selon le poste à responsabilités et le type de conseil.

Tableau 5 Fréquence, par type de poste à responsabilités et de conseil scolaire, des clauses accordant du temps libre pour les tâches administratives, 1981-82

	Elémentaires		Secondaires		C.E.S.C.		Total	
	%	(n)	%	(n)	%	(n)	%	(n)
Directeurs	19.3	(11)	4.0	(2)	44.0	(11)	18.2	(24)
Sous-Directeurs	17.5	(10)	6.0	(3)	24.0	(6)	13.6	(18)
Chefs de département	0.0	(0)	32.0	(16)	0.0	(0)	12.1	(16)
Autres, c-à.-d. Présidents, Coordonnateurs et Directeurs	0.0	(0)	22.0	(11)	0.0	(0)	8.3	(11)
Conventions déposées	(57)		(50)		(25)		(132)	

Rem.: Les pourcentages de chaque colonne ne peuvent pas être additionnés.

Ces chiffres indiquent clairement que les conventions Elémentaires et C.E.S.C. surtout accordent le temps libre pour les tâches adminis-

tratives aux Directeurs et aux Sous-Directeurs, tandis que les conventions Secondaires l'accordent surtout aux Chefs de Département et aux autres titulaires de postes à responsabilités comme les Présidents de Programme, Coordonnateurs et Directeurs d'Education. Cette différence est due à la spécialisation plus grande des matières dans le système des écoles Secondaires et à la coutume de la plupart des conseils scolaires de permettre aux Directeurs et Sous-Directeurs de se consacrer à plein temps à leurs tâches administratives.

Sauf dans les conventions Elémentaires de Michipicoten, C.E.S.C. de Dufferin-Peel et de la York Region, qui toutes accordent du temps libre aux directeurs pour leurs tâches administratives, et aux conventions C.E.S.C. de London et de Middlesex qui libèrent les directeurs d'écoles combinées de toutes leurs tâches d'enseignement, toutes les autres clauses dans les écoles Elémentaires et C.E.S.C. recourent à une échelle mobile pour déterminer le temps qu'un directeur peut consacrer à l'administration. Ces échelles sont basées sur un des trois critères suivants: nombre de salles de classe, nombre d'enseignants, ou nombre d'élèves sous l'autorité du Directeur. Le Tableau 6 donne une certaine idée des conditions exposées dans les diverses conventions pour libérer les directeurs entièrement de leurs tâches d'enseignement.

Tableau 6 Conditions pour libérer entièrement les Directeurs de leurs tâches d'enseignement

Critères	Conventions
A. Nombre de salles de classe	
- 8 ou plus	C.E.S.C. de Kent
- 9 ou plus	C.E.S.C. de Lambton, de Prescott & Russell
- 10 ou plus	C.E.S.C. d'Essex, de Fort Frances-Rainy River
- 13 ou plus	Elémentaires de London
B. Nombre d'enseignants	
- 8 ou plus	Elémentaires de Lakehead
- 9 ou plus	Elémentaires de Fort Frances-Rainy River
- 10 ou plus	Secondaires de Sudbury, C.E.S.C. de Sault Ste. Marie
- 11 ou plus	Elémentaires de Dryden
- 12 ou plus	Elémentaires d'Essex, de Leeds and Grenville, de Wellington
- 13 ou plus	C.E.S.C. de Brant
C. Nombre d'élèves	
- 250 ou plus	C.E.S.C. de Frontenac, Lennox & Addington
- 300 ou plus	Elémentaires de Frontenac

Deux des conventions Secondaires déposées à la C.R.T.E. contiennent des clauses traitant du temps libre pour les Directeurs. Toutes deux concernent des conseils scolaires d'importance moindre et observent ce qui est devenu la coutume dans d'autres systèmes scolaires secondaires. La convention des écoles Secondaires de Central Algoma exempte les directeurs de tâches régulières d'enseignement "except as they agree to voluntarily." La convention de Nipigon-Red Rock limite l'horaire d'enseignement à une classe par jour.

Les clauses de temps libre pour les Sous-Directeurs n'observent pas de schéma commun, même dans des conventions appartenant au même type de secteur (c.-à-d. Elémentaire , Secondaire , C.E.S.C.). La liste ci-après donne certaines indications sur les diverses clauses qui se trouvent couramment dans des conventions collectives.

"Vice-Principals shall be granted administrative time as available in the timetable."
(Michipicoten Elementary)

"The Vice-Principal shall be relieved of teaching duties at the discretion of the principal."
(Lambton R.C.S.S.)

"Release time for vice-principals not to exceed one day per week shall be arranged by the principal and superintendent concerned having due regard for all staff deployment in the school."
(Simcoe R.C.S.S.)

"By September 1, 1980, the Board will provide time off to Vice-Principals for supervisory duties in accordance with the following formula:

500 or more students - .5
450 to 499 students - .3
400 to 449 students - .2

Once Vice-Principal relief time has been implemented in accordance with the above formula, a reduction will not be made unless there is a decline in enrolment of at least 5% below the figure required for implementation."
(Lakehead Elementary)

"Vice-Principals shall be relieved from teaching duties every half day or on a half-time basis."
(York Region R.C.S.S.)

"Schools 400-500: Half of Vice-Principal for administration, in addition to full time of Principal.

Schools over 500: Full time of Vice-Principal, for administration, in addition to full time of Principal."
(Frontenac Elementary)

"The Principal and the Vice-Principal shall not be required to teach regular classes except as they agree to voluntarily."
(Central Algoma Secondary)

Le temps libre pour Chefs de département est précisé ordinairement sous une de trois formes générales. La forme la plus usuelle consiste à imposer à un chef de département un horaire d'enseignement de 5 périodes par jour, en opposition aux 6 périodes normales pour les enseignants ordinaires. On peut présumer qu'ainsi le chef de département disposerait d'une période pour le déjeuner, une période

pour la préparation des classes et les corrections, une période non assignée qui peut comprendre la surveillance ou le temps où il doit être "de garde", et une période pour l'administration de son département en plus de ses 5 périodes d'enseignement. Une seconde forme générale, dont l'effet est identique, consiste à préciser simplement que le chef de département dispose d'une période de 40 minutes par jour (ou de son équivalent) pour l'administration. Une troisième forme est une clause générale concernant l'administration du département, mais laissant au directeur la tâche de déterminer comment ce temps doit être réparti. Voici des exemples de ces formes générales.

> "A major department head or director shall not normally be assigned more than five 40-minute periods per day, or equivalent."
> (Frontenac Secondary)

> "Each major department head, including Directors who have been appointed to a department of a school of over 400 students, where at least 3 teachers (including the head of the department) have been assigned at least 600 minutes of class room instruction per day, shall have the equivalent of at least one 40-minute period per day assigned for the purpose of fulfilling the duties of his position of responsibility."
> (Nipissing Secondary)

> "Time shall be provided by the principal on a fair and equitable basis to school departments in order that they meet the supervisory and organizational needs of the department."
> (North York Secondary)

Certains systèmes scolaires secondaires emploient également des directeurs dans leurs écoles. Il existe deux types de directeurs: un qui doit administrer les matières d'enseignement concernant le commerce et les affaires (c.-à-d. dactylographie, comptabilité etc.), et un autre qui organise les matières techniques (par ex. électricité, atelier, dessin etc.). Les responsabilités des directeurs sont plus grandes que celles des chefs de département et donnent en général droit à une indemnité pour responsabilités plus élevées. Toutefois, à en juger d'après l'analyse des conventions collectives écrites, ils sont considérés d'une manière identique en termes de temps libre pour les travaux administratifs. Dans 7 conventions

contenant des clauses de temps libre pour directeurs, 5 stipulent que le directeur a droit à la même quantité de temps libre pour l'administration que les chefs de département (voir Secondaires de Kent, de Niagara, de Nipissing, de Norfolk et de Sudbury). Les deux autres conventions cependant prévoient du temps libre supplémentaire. Voici des clauses provenant de ces conventions:

> "Each Department Head will be granted one period in each of the three cycles of the four days in timetable for department administration.
>
> Each Director will be granted one period in each of the three cycles of the four days in the time table, plus two additional periods of the four days, for administration."
> (Espanola Secondary)

> "The maximum teaching load per department head Category I)Major) will be five (5) credits per year;
>
> The maximum teaching load per director will be three (3) credits per year;"
> (Windsor Secondary)

Certains systèmes scolaires s'orientent vers une structure caractérisée par des présidences. Contrairement au système de chefs de département organisés par matière (par ex. mathématiques, sciences, littérature, physique etc.) le système des présidences est organisé selon des concepts plus larges de deux ou davantage de matières. Par exemple, les "communications" peuvent comprendre le français ou le latin; "l'homme et son environnement" peut inclure l'histoire, la géographie, l'économie domestique etc. Deux conventions contiennent des clauses de temps libre pour les présidents:

> "Program Chairman, Assistant Coordinators and Assistant Program Chairman will teach five (5) classes per day and shall use one other designated period for administrative work."
> (Dryden Secondary)

> "Wherever possible, subject chairman shall not be assigned to more than three (3) teaching periods each semester."
> (Geraldton Secondary)

Si les chefs de département, directeurs et présidents ont la responsabilité d'organiser l'enseignement dans des écoles déterminées, le coordonnateur est en général chargé de coordonner l'enseignement d'une matière dans tout le système scolaire. Un coordonnateur est considéré en général comme spécialiste à la disposition des autres chefs de département dans le cadre du système scolaire.

Trois conventions prévoient des clauses de temps libre pour les coordonnateurs.

"In organizing the timetables for the school year, the Principal will be requested that wherever possible no more than six (6) credit courses be allocated to teachers employed as Coordinators.

It is not intended that the application of this article will entail the employment of any additional staff."
(Chapleau Secondary)

"Coordinators shall teach four (4) classes per day and shall use two other designated periods for administrative work."
(Dryden Secondary)

"a) The Board and the administration shall make every reasonable effort to make allowances in the timetable for duties required of Subject Coordinators as per O.Reg.#704/78 Section 12, part 2 s.s. (b).

b) Subject coordinators shall be excluded from the supervisory duties specified in 17.03 (a) (ii) above.

c) When enrolment declines in the high school, and time is made available, the subject coordinators will be given a timetable allowance in the scheduling of time for administration duties to a maximum (on average) of four periods per week (4 x 30)."
(Nipigon-Red Rock Secondary)

5. Surveillance durant l'heure du midi et autre

Les clauses de surveillance durant l'heure du midi sont présentes dans 22, ou 38.6% des conventions Elémentaires. Quoique la plupart des clauses garantissent à un enseignant une période minimum de 40 minutes pour déjeuner qui ne peut être interrompue par des tâches de surveillance, nous avons cependant constaté un certain nombre de divergences dans ces clauses. Les exemples ci-après peuvent nous donner une certaine indication à leur sujet.

"During lunch periods, there will be a Teacher assigned the responsibility of the supervision of pupils. The assigned Teacher will have the assistance needed to fulfill this requirement."
(Lake Superior Elementary)
"Noon hour lunch supervision will be arranged at the direction of the principal."
(Lambton County Elementary)

"The Board, through the school Principal, shall sincerely endeavour to arrange a schedule of midday supervision that will allow each teacher forty (40) minutes for lunch. The teacher should not, except in an emergency, be required or requested to perform any duties or function during this period. Where the Principal is unable, within the resources of his school organization, to effect the above, he will refer the problem to the Area Superintendent and both shall design a plan for the provision of the above, where practicable.

The implementation of this clause shall be at no additional cost to the Board."
(Leeds and Grenville County Elementary)

"The Board shall arrange for a schedule of midday supervision that will ensure for each teacher an uninterrupted period of forty minutes for lunch."
(Frontenac County Elementary)

Environ un tiers des clauses de surveillance à l'heure du midi font mention d'assistants ou de surveillants qui ne sont pas des enseignants. Ici encore les termes et les intentions varient. Certaines clauses conçoivent le personnel non enseignant comme chargé d'assister l'enseignant dans ses tâches de surveillance, tandis que d'autres recourent à du personnel non enseignant comme du personnel suppléant pour l'enseignant.

"The Board shall, where need is demonstrated and a feasible solution is available, provide lay assistants to assist teachers with supervision during noon recess."
(Wellington County Elementary)

"For any school where there are too few teachers on staff to provide appropriate lunch room supervision of students and to comply with 6.1.1.1.3 and 6.1.1.1.4, the Board will provide lay personnel to supervise the lunchroom under the supervision of the principal or the principal's designate who shall be a Teacher."
(Toronto Elementary)

"In JK-6 and JK-8 schools, the following conditions shall prevail:

(a) a Teacher shall not be responsible for supervising a lunchroom.

(b) when non-teaching personnel are assigned to lunchroom supervision those persons are directly responsible to the principal..."
(Scarborough Elementary)

à la CRTE, une convention Secondaire et 5 C.E.S.C. contiennent des clauses de surveillance durant l'heure du midi (voir Secondaires d'Ottawa, et C.E.S.C. de Dufferin-Peel, Michipicoten, de North of Superior, de Prescott and Russell, et du Timiskaming District.

Sur les 50 conventions Secondaires qui furent déposées, 18 contiennent des clauses traitant des tâches de surveillance ou "de garde" assignées. Les clauses de surveillance comprennent (mais sans que cette énumération soit complète) les types d'activités suivantes:

- surveillance de classes durant l'absence de l'enseignant
- surveillance dans les corridors
- tâches dans la bibliothèque
- enseignement correctif
- surveillance dans la classe titulaire
- leçons particulières
- orientation

Les clauses traitant des tâches de surveillance se présentent en général sous une ou deux formes (ou une combinaison de celles-ci). Soit elles précisent le nombre de minutes par jour ou par semaine pendant lesquelles un enseignant doit être "de garde", et qui se situent en général entre deux et cinq périodes par semaine ou leur équivalent, soit elles découragent le recours à des enseignants ordinaires pour remplacer un autre enseignant. En voici des exemples:

> "In addition to [guaranteed lesson preparation periods] referred to in 20.04 (b) above, all classroom Teachers shall have three (3) unscheduled (non-teaching) periods per week (based upon a forty (40) period week) which may be assigned at the discretion of the Principal ...."
> (Ottawa Secondary)

> "The Board shall, as the need arises, hire an Occasional Teacher to substitute for an absent Teacher if a suitable qualified Occasional Teacher is available. If no suitable qualified Occasional Teacher is available to substitute for the absent Teacher, the principal may assign a Teacher on staff who is free from scheduled teaching duties but subject to assigned supervision or "on call" duties.

Prior to September 1, the Board will take appropriate steps to ensure, to the best of its ability, that an adequate number of Occasional Teachers will be available in each subject area for the following school year ... (East York Secondary). Pour d'autres variantes, veuillez-vous reporter par exemple aux Secondaires de Kent, de Leeds and Grenville, de Sault Ste Marie ou de Windsor.

Un total de six conventions (2 Elémentaires, 3 Secondaires, et 1 C.E.S.C.) contiennent des clauses traitant de surveillance en dehors des tâches d'enseignement. Ces conventions: (1) compensent l'enseignant qui enseigne des activités parascolaires en lui donnant du temps libre aux dépens d'autres formes de surveillance, ou bien (2) accordent des indemnités financières aux enseignants qui travaillent en dehors des heures de classe normales. Voici ce qui pourrait servir d'exemple:

"Extra-curricular or co-curricular activities are those conducted by Teachers outside the regular classroom hours. This does not apply to supervisory duties prescribed by law and assigned by the principal. Professionnally, Teachers are expected to share responsibility for extra-curricular or co-curricular activities but some Teachers assume a greater portion of these duties than others. These Teachers have the option of applying to the principal and the staff or School Committee for compensatory time in the form of relief from supervisory duties and/or other duties normally assigned in the school."
(East York Elementary; see also Prescott and Russell Secondary, Windsor Secondary)

"<u>Sports</u>:

An annual allowance shall be paid as follows to the person(s) responsible for a sports program beyond regular school hours (80 hours with timetable):

for the period from September 1, 1981 to August 31, 1982: $600.00 per year;

for the period from September 1, 1982 to August 31, 1983: $625.00 per year.

It is the responsibility of the principal of each school to ensure that this activity is carried out as scheduled.

Refer to Board policy for the number allotted to each school...(Voir convention CESC de Kapuskasing pour la suite de la clause qui traite de Choeur, des Arts dramatiques et du conseil des Elèves. Voir également la convention Secondaire de Dryden et celle de Frontenac).

TEACHING TIME PROVISIONS

Bruce County Secondary, 1979-82

19.01 An individual Branch Affiliate Member's teaching assignments shall not exceed 80% of the available periods per five (5) day forty (40) period timetable cycle, excluding lunch or the equivalent thereof.

19.02 In recognition of special cases that may arise, a full-time Branch Affiliate Member may be requested to exceed the guidelines set forth in Article 19.01 with the approval of his Principal and his Branch Affiliate President, such approval not to be unreasonably withheld. A special case shall include the inability of the Board to obtain a qualified teacher to fulfill part of a timetable requirement.

Carleton Secondary, 1980-82

12.05 The Board agrees to continue its present general practice respecting the assignment of teaching time for its teachers. The practice is that:

(a) A teacher is assigned classroom duties equivalent to 1200 minutes per 5 day cycle.

Dryden Secondary, 1981-82

Based on a school day consisting of 8 or 9 instructional periods of approximately 40 minutes each, the timetable assigned to a full time teacher shall not exceed:

a) an average of 6 teaching periods per day,

East York Secondary, 1980-82

4.9.1.0.0. Unless otherwise agreed by the principal and Teacher, no Teacher will be required to teach more than the equivalent of 4 consecutive periods of 40 minutes each. After teaching such periods, unless otherwise agreed by the principal and Teacher, the Teacher shall be entitled to an unassigned period of at least 40 minutes, which may include a lunch period, or a preparation period described in 4.9.2.0.0.

Espanola Secondary, 1981-83

8.01 A full time teacher will teach no more than seven out of the nine periods in the 1981-82 or 1982-83 timetable.

A half time teacher will teach no more than four out of the nine periods in the 1981-82 and 1982-83 timetable.

8.02 No full time teacher will teach more than 288 minutes per day.

No half time teacher will teach more than 192 minutes per day.

Essex County Secondary, 1980-82

The usual teaching load for a teacher and Department Head is 6 periods and 5 periods respectively.

Etobicoke Secondary, 1980-82

(see East York Secondary)

Geraldton Secondary, 1980-82

Teachers shall not be assigned to more than seven (7) teaching periods in a semestered school.

Haliburton Secondary, 1981-82

A teacher shall be guaranteed to have not more than six (6) teaching assignments in the nine (9) regular periods of each school day. This clause does not preclude the right of the Principal to assign supervisory duties when required.

Kent County Secondary, 1981-82

The Board shall endeavour to assign teaching duties of not more than thirty (30) teaching periods in a forty (40) period week for teachers.

Leeds and Grenville County Secondary, 1980-82

10.01 The Board shall limit teaching assignments according to the following scale:

Periods Per Day	Teaching Assignment
4	3
5	3
6	4
7	5
8	6

Notes: 1. Periods per day is defined as the number of timetabled teaching periods, excluding lunch, for each school day, all periods being of the same length.

2. Teaching assignment is defined as one (1) full credit course class or any other regular timetabled assignment or regular timetabled supervision.

Manitoulin Secondary, 1981-82

7.01 Assigned Duties

(a) Based on a school day consisting of nine (9) periods of approximately forty (40) minutes each, the Board will make every effort to limit the timetable assigned to a full-time teacher as follows:

Manitoulin Secondary, 1981-82 (Continued)

(i) a maximum of six (6) teaching periods per day...

(b) No teacher shall be assigned teaching duties over a continuous interval exceeding one hundred sixty (160) minutes.

(d) In recognition of special cases that may arise, a teacher who desires to do so may exceed the guidelines set forth in 7.01 (a), (b) and (c) [see clause in PTC section] upon waiver agreed to and signed by the teacher, The Principal and The Branch Affiliate president.

Nipigon-Red Rock Secondary, 1980-82

17.02 c) The maximum number of consecutive teaching periods in a teacher's assigned timetable shall be four where possible....

17.03 a) Based on a school day consisting of 9 periods of approximately 40 minutes each, the timetable assigned to a full-time teacher shall consist of:

i) a maximum of 6 teaching periods per day;....

b) Under exceptional circumstances and where no practical alternatives can be found, it may be necessary for one or two teachers to be assigned 7 teaching periods per day. In this situation the teacher(s) involved shall receive, upon request, a written explanation of why this timetable is necessary. A teacher who finds this explanation unsatisfactory may follow grievance procedure as outlined in Article XIX of this agreement.

c) Any teacher assigned 7 periods of teaching in accordance with 17.03 (b) shall be exempted, in that semester, from:

i) the supervision duties outlined in 17.03 (a) (ii);

ii) supervision of examinations.

d) No teacher shall be assigned 7 teaching periods per day in both semesters of any school year.

Nipissing Secondary, 1980-82

[Maximum for schools with over 400 students]

16.08 (a) 6 teaching periods per day (as an average) based on a school day of 8 periods plus lunch or equivalent for schools based on a different timetable.

[Maximum for schools with under 400 students]

16.09 (a) 7 teaching periods out of one teaching cycle (based on a teaching cycle of 9 periods in a day and a half)

Norfolk Secondary, 1981-82

Each teacher will teach a maximum of 36 periods per 6-day cycle except for directors and major department heads, who will teach 30 periods.

North Shore Secondary, 1981-83

13:01 It is the desire of the Board and the Teachers to strive constantly for improvement in the quality of education offered to students under the Board's jurisdiction.

Staffing details are contained in the policy No. 015A - P.T.R./Class Size (Secondary Schools) - dated May 7, 1979.

POLICY STATEMENT

Whenever possible, a classroom teacher will teach 6 classes. However, it is expected that the Principal in consultation with the individual teacher may assign a seventh class where the total number of students taught by the teacher is such as to justify this assignment.

North York Secondary, 1981-82

(see East York Secondary)

Ottawa Secondary, 1980-82

20.04 a) The Employer shall endeavour to assign teaching duties of not more than thirty (30) teaching periods in a forty (40) period week for Teachers, and not more than twenty-five (25) teaching periods in a forty (40) period week for Department Heads. Those schools having other than forty (40) periods per week shall assign duties on the same proportion as set out herein.

Prescott and Russell Secondary, 1981-82

39.01 The normal work week in the secondary schools is five (5) days, Monday through Friday, inclusively. The weekly timetable of each teacher consists of the equivalent of 1200 minutes of teaching or six (6) courses per day each equal to one credit on an annual basis....

Sault Ste. Marie Secondary, 1980-82

The Board agrees that assigned timetabled teaching time shall not exceed 75% of the available scheduled formal class time excluding lunch period.

Scarborough Secondary, 1980-82

(see East York Secondary)

Sudbury Secondary, 1981-82

(A) 1) A full-time teacher shall teach six 40-minute periods per day per school year, or the equivalent thereof, unless an additional period is otherwise agreed to in writing by the Principal and the teacher concerned.

(B) 1) A half-time teacher shall teach three 40-minute periods per day per school year, or the equivalent thereof, unless an additional period is otherwise agreed to in writing by the Principal and the teacher concerned.

Timiksaming Secondary, 1981-83

1.02:02 The maximum number of period per day any teacher will teach will be:

- six periods in a traditional school
- three periods per semester in a semestered school
- or the equivalent

When a teaching overload exists in a school, the Principal, after gaining the concurrence of the Superintendent, may require a teacher to teach an additional period for one year. Such a teacher shall not be required to carry an additional period in the subsequent year. Where the overload in the school is the equivalent of half a yearly timetable, no teacher shall be required to carry the extra periods.

The Principal shall endeavour to balance the workload in cases where the teachers are asked to teach an extra load.

Toronto Secondary, 1980-82

(see East York Secondary)

Victoria County Secondary, 1981-82

21.04 Number of Teaching Periods

No teacher will teach more than six forty minute periods per day except at the teacher's request in writing. In a semestered school the average number of forty minute teaching periods per day of each teacher shall not exceed six except at the teacher's request in writing.

Wentworth County Secondary, 1980-82

27.06 No teacher shall teach more than 75% of the scheduled instructional time. Lunch is not considered scheduled instructional time.

Windsor Secondary, 1981-84

(a) the maximum teaching load per teacher will be six (6) credits per year.

York Borough, 1980-82

(see East York Secondary)

PREPARATION TIME PROVISIONS

Dryden Elementary, 1981-82

18:00 PREPARATION TIME

a) Every full time teacher is entitled to preparation time of an average of 30 minutes per day exclusive of recess and lunch time for the purpose of planning and student evaluation. The time blocks will not be less than 15 minutes each. Teachers teaching less than full time will be given preparation time on a pro-rata basis.

b) Except in cases of emergency or inability to obtain a supply teacher, no teacher will be required to forfeit his/her preparation time to supervise the class of an absent teacher if the absent teacher is ill or on Board business.

East York Elementary, 1981-82

In elementary schools:

the arrangement of preparation time within the school will be determined by the principal and staff...

In junior high schools:

the Board will provide each school day to each full time classroom Teacher a 40-minute preparation period, or the equivalent thereof, free from teaching and non-teaching duties...

Frontenac County Elementary, 1981-82

Within the provisions of paragraphs 7.4 and 7.5, the principal will assign to each teacher a minimum of 100 minutes per week (or equivalent) free from teaching and supervision. Of this time, at least two blocks of not less than 40 minutes will be designated. Where the principal is unable within the resources of his school organization to effect the above, he will refer the problem to the area superintendent and both shall design a plan for the provision of the above, where practicable, through the integration into the school organization of specialized programmes.

Haldimand Elementary, 1981-82

LETTER OF INTENT

RE: PREPARATION TIME

1. It is the intent of the Board to make available to each full-time classroom teacher, relief time (as outlined below) for the purpose of planning, preparing and evaluating programme. Relief time shall normally be 60 minutes per week. However, where timetabling and scheduling difficulties are encountered, it is understood by the parties that irregular distribution may occur. It is further understood that when irregular distribution occurs, the full-time classroom teacher will be provided the equivalent of 60 minutes per week averaged over the school year.

Haldimand Elementary, 1981-82 (Continued)

2. It is the intent of the Board to make available to each part-time teacher assigned to the same classroom, relief time (as outlined below) for the purpose of planning, preparing and evaluating programme. Relief time shall normally be 30 minutes per week for teachers teaching 50% or more, but less than 100%. However, where timetabling and scheduling difficulties are encountered, it is understood by the parties that irregular distribution may occur. It is further understood that when irregular distribution occurs, the part-time classroom teacher will be provided the equivalent of 30 minutes per week averaged over the school year.

3. For schools with classes up to grade 6, preparation time will be provided with additional qualified teacher relief time as required for full-time and part-time classrooms staffed by regular teachers.

4. For schools with single grade classes at the grade 7 and/or grade 8 level: the teachers of these classes gain preparation time in excess of 60 minutes per week because of French and Industrial Arts/ Family Studies programmes. The principal of such schools will be expected to allocate the extra non-teaching time of grade 7 and 8 teachers with other teachers in the same school. The additional preparation time required for all full-time and part-time classroom teachers will be provided with additional qualified teacher relief time as required.

5. For classrooms with combinations of grades 6/7 or 7/8, preparation time will be provided with additional qualified teacher relief time as required to fulfill the requirements of 1 and 2.

6. The parties agree that some flexibility will be required in implementing the foregoing.

7. The implementation of this programme will commence as soon as is practical following ratification. The time assigned will be proportionate to the remaining portion of the school year.

Halton Elementary, 1981-82

The Board will attempt, within its resources, to provide planning time and to set a maximum limit on supervision time for each Member.

Hearst Elementary, 1980-82

10:01 Preparation Time:

Each teacher shall be granted periods each week, free from teaching and supervisory assignments, for the purpose of planning, implementation, co-ordination and evaluation. The number assigned to each teacher shall be at the discretion of the Principal and the Board depending upon teaching load and assignment.

Kent County Elementary, 1981-82

Each teacher shall be allocated two hundred (200) minutes for preparation time during the school week established by the Board.

Michipicoten Elementary, 1980-82

11.01 Preparation Time

(a) Where such periods free of teaching and supervisory duties occur during the approved timetable for classes, these periods may be deemed to be 'Preparation Time'.

(b) The Board shall endeavour to provide sufficient teachers such that each teacher would have some time for preparation, consultation and evaluation, deemed 'Preparation Time'. This shall be exclusive of morning, noon and afternoon recesses.

North York Elementary, 1981-82

Junior High Schools

Unless otherwise agreed between the principal and Teacher, the present practice of including in a Teacher's timetable a daily preparation period of at least 40 minutes or the equivalent thereof, and time for "on call" or supervisory duties shall be continued.

In Junior High Schools, a part-time class-room Teacher shall have prorated preparation time unless otherwise agreed between the Principal and the Teacher.

Victoria County Elementary, 1981-82

15:01 (a) The Board endorses the principal of providing preparation periods for elementary teachers. Preparation periods shall be used by teachers for professional purposes.

Wellington County Elementary, 1981-83

13:01 Preparation Time

(1) If supply teacher assistance is required it may be provided with approval of the Superintendent on the following basis:

a) Supply teacher assistance shall be provided only during the months of September to May inclusive;

b) Supply teacher assistance shall be given on the basis of one half-day per month per full-time equivalent teacher.

(2) Under special circumstances and upon request, additional supply teacher assistance may be provided at the discretion of the Director.

York Borough Elementary, 1981-82

Article 41 - TEACHER PLANNING

41.01 (a) Every full-time junior school Teacher shall have not less than 100 minutes of planning time per week during the hours of 9:00 a.m. and 4:00 p.m., exclusive of lunch periods and recesses.

York Borough Elementary, 1981-82 (Continued)

41.01 (b) Every part-time junior school Teacher engaged to teach half-time or more shall have not less than 50 minutes of planning time per week, exclusive of recesses.

41.02 (a) Every full-time senior school Teacher shall have the equivalent of not less than one regular teaching period per day of planning time.

(b) Every part-time senior school Teacher engaged to teach half-time or more shall have the equivalent of not less than one-half of a regular teaching period per day of planning time.

41.03 When a Teacher loses planning time due to the absence of a staff member who provides relief time, this planning time can be taken between 3:30 p.m. and 4:00 p.m.

Bruce County Secondary, 1979-82

19.03 Each staff member shall have half of his unassigned periods per timetable cycle designated for preparation and marking and half of his unassigned periods per timetable cycle designated for on-call.

East York Secondary, 1980-82

4.9.0.0.0. UNASSIGNED AND PREPARATION PERIODS

4.9.1.0.0. Unless otherwise agreed by the principal and Teacher, no Teacher will be required to teach more than the equivalent of four consecutive periods of 40 minutes each. After teaching such periods, unless otherwise agreed by the principal and Teacher, the Teacher shall be entitled to an unassigned period of at least 40 minutes, which may include a lunch period, or a preparation period described in 4.9.2.0.0.

4.9.2.0.0. Unless otherwise agreed by the principal and Teacher, a full-time classroom Teacher shall have per day two full 40-minute periods, or the equivalent thereof, free from teaching and non-teaching duties, inclusive of a lunch period, and one full 40-minute period free of scheduled teaching duties, but subject to assigned supervision or "on call" duties.

4.9.3.0.0. Unless otherwise agreed by the principal and a Probationary Teacher, a Probationary Teacher with less than two years of Teaching Experience shall not be required to prepare for more than three different courses each day, and a Probationary Teacher with two or more years of Teaching Experience shall not be required to prepare for more than four different courses each day. In semestered schools, unless otherwise agreed by the principal and a Probationary Teacher, a Probationary Teacher shall not be required to prepare for more than two different courses each day.

Espanola Secondary, 1981-83

8.03 Each teacher will be granted a minumum of 16% of the timetabled time during each four day cycle of the timetable for marking and lesson preparation.

Etobicoke Secondary, 1980-82

(see East York Secondary)

Kent County Secondary, 1981-82

The Board will endeavour to maintain an average of three (3) lesson preparations per day per teacher.

Lambton County Secondary, 1979-82

The Committee for Conditions of Work for Quality Teaching, and the Administrative Council recommend that the following general guidelines are desirable for good teaching and learning conditions:

"In general, the schedules of secondary school teachers should include at least 20% unassigned time for preparation and marking."

"The desirable number of lesson preparations per day per teacher is three."

Variations will arise in the above becuase of limitations in school size, number of courses, offered, and experience of teacher.

Leeds and Grenville County Secondary, 1980-82

10.02 The Board will endeavour to provide for each teacher a number of preparation periods based on the following schedule:

Periods Per Day	Number of Preparation Periods
4	3/4
5	1
6	1
7	1 1/2
8	1 1/2

Manitoulin Secondary, 1981-82

7.04 Lesson Preparation

Every reasonable effort will be made to maintain a maximum of five (5) lesson preparations per cycle per teacher.

Niagara South Secondary, 1981-82

11.02.04 The schedule of teachers shall include 20% unassigned time for preparation, marking and planning.

Niagara South Secondary, 1981-82 (Continued)

For the school year commencing 1982-83, non-instructional time in excess of the 20% unassigned time shall be allocated by each school Principal, in consultation with his staff. Major heads and directors with full teaching schedules shall receive an additional 5% unassigned time for departmental and school organizational duties.

Nipigon-Red Rock Secondary, 1980-82

The maximum number of lesson preparations per day for any teacher shall be four where possible.

Nipissing Secondary, 1980-82

16.01 "Preparation" shall mean all the work involved in preparing to teach a course for which a credit is offered. The same course taught in two different languages in two different sections shall count as two preparations.

[Enrolment over 400]

16.08 (b) 4 different lesson preparations per day(on the average) or equivalent for schools based on a different timetable.

[Enrolment under 400]

16.09 (b) 5 different lesson preparations per teaching cycle (on the average).

Norfolk County Secondary, 1981-82

Subject to variations for good reason as agreed between Principal and affected staff members...

ii) Each teacher will have as preparation time 6 periods per cycle, and one period daily for lunch

iii) The normal number of daily teaching preparations will be three and the maximum number of daily preparations will be four.

North York Secondary, 1981-82

(see East York Secondary)

Ottawa Secondary, 1980-82

b) All classroom Teachers shall be guaranteed seven (7) lesson preparation periods per week based on a forty (40) period week.

Prescott and Russell County Secondary, 1980-82

.... 240 minutes of free time.

Scarborough Secondary, 1980-82

(see East York Secondary)

Sudbury Secondary, 1981-82

2) In addition, a full-time teacher shall have two 40-minute periods per day, or the equivalent thereof, free from teaching and non-teaching duties, inclusive of a lunch period AND one full 40-minute period free of scheduled teaching duties, but subject to assigned supervision or "on call" duties.

Toronto Secondary, 1980-82

(see East York Secondary)

Wentworth County Secondary, 1980-82

27.08 At least 12-1/2% of scheduled instructional time per cycle shall be timetabled for preparation.

York Borough Secondary, 1980-82

(see East York Secondary)

Essex County R.C.S.S., 1980-82

9:22 Preparation Time

Full time Teachers - minimum 100 minutes per week.

Part-time Teachers (teaching at least half time) - minimum 50 minutes per week.

PUPIL TEACHER CONTACT PROVISIONS

Dryden Secondary, 1981-82

b) Pubil Teacher Contacts (P.T.C.)

No teacher shall exceed the following number of pupil teachers contacts per day:

a)	Academic, Advanced or Open	180
b)	Academic, General	150
c)	Technical and Home Economics	120
d)	Commercial	180
e)	Remedial	90
f)	Occupational, Academic	90
g)	Occupational, Technical	90

The maximum P.T.C. for teachers with mixed assignments will be calculated by pro-rating the above maximums.

e.g. Teacher with 4 classes advanced and 2 classes general

$4/6 \times 180 + 2/6 \times 150 = 170$ maximum P.T.C.

East York Secondary, 1980-82

4.10.0.0.0. WORKLOAD

4.10.1.0.0. A Teacher who believes his teaching workload to be excessive, either because his number of prorated Pupil Period Contacts is significantly higher than the average Pupil Period Contacts for that Program for that school for that year or for any other reason, shall have the right to request a School Workload Representative (S.W.R.) (appointed by the Teachers in that school to represent any Teacher in the school who may complain about excessive workload) to accompany him to consult with the department head, principal and/or other relevant persons, including the appropriate supervisory officers of the Board, regarding the stated problem. When appropriate supervisory officers of the Board are involved, a representative of the Branch Affiliate will be involved if the Teacher so requests. The department head, principal or other officers shall, in the course of consultation, make available to the S.W.R. all relevant information used in time-tabling. If the department head, principal and/or the aforementioned officers come to the conclusion that the greater than average workload is not the result of legitimate timetable considerations, course option factors or reasons related to the Teacher's area of specialization, they shall forthwith take steps to rectify the problem.

Etobicoke Secondary, 1980-82

(see East York Secondary)

Kent County Secondary, 1981-82

Pupil/teacher contacts should not exceed one hundred and eighty (180).

Leeds and Grenville County Secondary, 1980-82

10.05 Deployment of Staff

(a) The Board shall assign each teacher to teach no more than the following total number of students in a school year:

Instructional Assignment	Number of Student Contacts
Academic and Commercial	180
Moderns, Music, Art and Family Studies (Academic)	150
Drafting	144
Technical Studies, Basic and Modified (General) and Family Studies (Practical)	120
Basic and Modified Technological Studies	96

Note: For teachers assigned to more than one area, student contact shall be pro-rated. For part-time teachers student contact shall be pro-rated.

Non-Semestered Schools

The maximum teaching load referred to in 10.05(a) shall be as of October 9, for that school year.

Semestered Schools

The maximum teaching loads totalled for both semesters shall be in accordance with Article 10.05(a).

In semestered schols the teaching load shall be based on the timetabled classes for both semesters. The teaching load in each semester as timetabled on October 9 shall be approximately one-half (1/2) of the maximum teaching load.

(b) The Board re-affirms its agreement of intent regarding class size as set out in the minutes of the Board meeting of August 31, 1979, which reads: "The Leeds and Grenville County Board of Education accepts in principle that classes in academic and commercial subjects become crowded at 30 students, in technical at 20 students, and in occupational at 16 students. The Board states its continuing intention to so staff the secondary schools so that class size will reflect this principle, in keeping with a sound practice in education administration and finance, and with modern techniques of flexible organization and programming".

Leeds and Grenville County Secondary, 1980-82 (Continued)

(c) Every reasonable effort shall be made to ensure that the maximum class sizes do not exceed the following:

	Number of Students in a Class	
	1981-82	1982-83
Academic and Commercial	34	32
Moderns, Art, Music, Family Studies (Academic)	30	29
Technical Studies, (including Drafting), Basic and Modified (General), Family Studies (Practical)	23	22
Basic and Modified Technological Studies	18	17

It is understood and agreed that every reasonable effort will have been made by the Board so long as the number of classes greater than the limits above do not exceed 6.3% of the total number of classes in 1981-82 and 5.0% of the total number of classes in 1982-83.

(d) Before a final decision is made on the number of courses and sections in each course, the Principal is required to hold an open meeting at which he will explain and discuss his rationale for the program with the staff. The meeting is to be held within ten (10) school days of receiving the staffing allocation.

(e) If the September 30 actual enrolment exceeds the September 30 projected enrolment additional teachers will be employed to conform with 10.03 and 10.04(b).

London Secondary, 1980-82

13.3 Teacher Credit Load

13.3.1 For the school years 1980-81, 1981-82, and 1982-83, the Board shall ensure that for full-time teachers the maximum number of student credits per teacher per year as of September 30 in each year shall be as follows:

Credits	Subject Area
190	Academic/Business Education
130	Technical
118	Occupations - Technical
142	Occupations - Academic

London Secondary, 1980-82 (Continued)

13.3.2 Article 6.2 of the Personnel Manual for Teachers, "Conditions of Work for Quality Learning in Secondary Schools", is reaffirmed as a guideline for principals to use in preparing timetables for teachers.

[Personnel Manual]

6.2 Conditions of work for Quality Learning in the Secondary Schools.

In the preparation of secondary school timetables, the principal shall use as guidelines the following maximum student-to-teacher-pre-school-year assignments for full-time teachers:

1. 180 credits for an academic or business teacher.
2. 120 credits for a technical teacher.
3. 108 credits for a technical occupations teacher.
4. 132 credits for an academic occupations teacher.

Manitoulin Secondary, 1981-82

(c) No teacher will be assigned to teach more than one hundred eighty (180) equivalent advanced level academic pupils. An "equivalent pupil" is a Five Level academic pupil, or the fraction of another type of pupil that is "equal" to a Five Level academic pupil. The equivalent pupil ratio will be found by dividing the Five Level academic provincial average class size by the appropriate other provincial average class size. For the 1981-82 school year the following will apply.

(i)	Advanced level pupil	= 1	equivalent pupil
(ii)	General and Open level pupil	= 1.02	equivalent pupils
(iii)	Advanced and General level Shops pupil	= 1.42	equivalent pupils
(iv)	Occupations level Academic pupil	= 1.46	equivalent pupils
(v)	Occupations level Shops pupil	= 1.68	equivalent pupils

Niagara South Secondary, 1981-82

11.02.02 Pupil-Teacher Contacts for instructional purposes shall not exceed

Advanced, General and Open Level Academic Subjects	180
*Effective for the school year 1982-83 - Senior Level (Grades 12 & 13) Chemistry	150

Niagara South Secondary, 1981-82 (Continued)

Technical Subjects	120
*Effective for the school year 1982-83 - Basic Level Courses - Academic & Composite Schools	120
Vocational Academic Subjects	120
Vocational Practical Subjects	96

based on a normal class size guideline for 1981-82 which wherever possible, should not exceed

Advanced, General and Open Level Academic Subjects	30
*Effective for the school year 1982-83 - Senior Level (Grades 12 & 13) Chemistry	25
Technical Subjects	20
*Effective for the school year 1982-83 - Basic Level Courses - Academic Composite Schools	20
Vocational Academic Subjects	20
Vocational Practical Subjects	16

*For the school year 1981-82, the Pupil-Teacher Contacts and normal calss size guidelines for these courses shall be as per the 1980-81 Collective Agreement.

11.02.03 It is understood that when a teacher is teaching more than one level within a class or where two or more classes from different levels are combined within the timetable, the above numbers shall be prorated accordingly.

Nipissing Secondary, 1980-82

16.08 Maximum Workload and Class Size 1981-82 for Secondary Schools with Enrolments over four hundred (400).

16.08 (a) 6 teaching periods per day (as an average) based on a school day of 8 periods plus lunch or equivalent for schools based on a different timetable.

16.08 (b) 4 different lesson preparations per day (on the average) or equivalent for schools based on a different timetable.

16.08 (c) Maximum class size of:

i) 35 students in academic five-year classes
ii) 32 students in open academic classes (i.e. in 5 year and 4 year mixes)
iii) 30 students in academic 4 year classes
iv) 20 students in occupations classes in academic subjects
v) 24 students in 5 year and 4 year technical shop classes
vi) 15 students in occupations shop classes

Nipissing Secondary, 1980-82 (Continued)

16.08 (d) In any case where the total number of student/teacher contacts per day exceeds 180 - 10N students as defined above [where N is the number of occupation classes assigned per teaching cycle] this case shall count as two instances of overload for the purposes of 16.10.

16.09 Maximum Workload and Class Size 1981-82 For Secondary Schools. with enrolments under four hundred (400).

16.09 (a) 7 teaching periods out of one teaching cycle (based on a teaching cycle of 9 periods in a day and a half)

16.09 (b) 5 different lesson preparations per teaching cycle (on the average)

16.09 (c) class sizes as outlined in 16.08 (c)

16.09 (d) In any case where the total number of teacher,pupil contacts per day exceeds 160 - 7N students as defined above [where N is the number of occupation classes assigned per teaching cycle] this case shall count as two instances of overload for the purposes of 16.10.

16.10 On or about September 30th of each school year, the Principal of each secondary school shall examine the timetables of the teaching staff of that school with respect to the guideline maximums stated in 16.08 and 16.09 above. The Principal shall identify those teachers (if any) whose timetable requires that the maximum guideline figures stated in 16.08 and 16.09 above be exceeded in two or more instances. Every two excesses over the class size in 16.08 (c) shall count as one separate instance. If those teacher's timetables cannot be brought within the guideline maximum by means of simple timetable changes, the Principal shall determine, in consultation with the Teacher, as the first step, and if unresolved, in consultation with the Teacher and the school Branch President in the case of an OSSTF teacher or the AEFO representative in the case of an AEFO teacher, as a second step, suitable forms of timetable compensation (such as reduction or elimination of on-calls, examination supervision, year-end duties, home-form duties, hall or cafeteria supervision, etc.) for the teacher involved. For every six teachers that exceed the maximum guidelines, as specified in 16.08 and 16.09 in two or more instances as defined in 16.08(d), 16.09(d) and 16.10 above, and remain unresolved, the form of compensation shall be the allocation of one additional teacher, if available from the supply Pool, to alleviate the workload of those six individual teachers. These changes shall be implemented as soon as possible after September 30th.

North York Secondary, 1981-82

(see East York Secondary)

Sault Ste. Marie Secondary, 1980-82

16.1.1 The Board agrees that the following maximum class sizes are desirable to ensure educational opportunity in good teaching and learning, effective September 1978:

Academic, Advanced.....30 students
Academic, General.....25 students
Technical.....20 students
Commercial.....30 students
Occupational Academic, Basic.....20 students
Occupational Technical, Modified....15 students

16.3.1 The teaching load of any teacher shall not exceed the sum of the applicable objective class sizes found in 16.1.1 (above) for the classes to which the teacher has been assigned in any semester.

Scarborough Secondary, 1980-82

(see East York Secondary)

Stormont, Dundas and Glengarry Secondary, 1981-82

[Letter of Intent]

Based on a forty-period week, the maximum number of Students a Teacher will be expected to be in contact with, in the performance of his instructional duties, will be as per the following:

Instructional Assignment	Number of Students per day
Special Education	72
Occupational Academic	120
Occupational Practical	96
Academic Classes	180
Commercial Classes	180
Technical Shops	120
Family Studies	150

Toronto Secondary, 1980-82

(see East York Secondary)

Wentworth Secondary, 1980-82

e) Pupil-Teacher Contacts

As of September 30 of the school year in Non-Semestered Schools, the maximum P.T.C. shall be as below. The Semestered P.T.C.'s shall not exceed 55% of the maximum P.T.C. in one semester and 45% in the other, using the enrolments as of September 30 and February 28.

The maximum P.T.C. shall be calculated proportionately to the number of classes taught and to the number taught in each area.

Subject Area	P.T.C.
General Level Science, Math., History, Geography	150
English	150
Science Advanced	165
Other Advanced	180
Other General	170
Technical and Home Ec. (shops)	144
Occupations	108

In special circumstances, a teacher may be assigned Pupil-Teacher Contacts up to five percent (5%) in excess of the foregoing P.T.C. figures.

York Borough Secondary, 1980-82

(see East York Secondary)

ADMINISTRATIVE RELIEF TIME PROVISIONS

Dryden Elementary, 1981-82

16:00 ADMINISTRATION TIME

a) Principals supervising 11 or more full time equivalent teachers will be free from classroom responsibilities unless they personally choose otherwise.

b) Principals supervising less than 11 full time quivalent teachers will be free from classroom responsibilities as determined by the Director of Education, or his designate, in consultation with the school Principal. The supervisory time shall not exceed the equivalent of half time.

Essex County Elementary, 1980-82

Principals of schools or school units of 12 full-time equivalent teachers or more, may, at their option, be relieved of teaching duties. Principals of schools less than 12 full-time equivalent teachers shall be relieved of teaching duties for a minimum of 80% of the time (except Pelee Island). Some adjustment in the allocation of Administrative Time may be made at the discretion of the Director of Education.

Frontenac County Elementary, 1981-82

7.4 Administrative Time

i) The Board will allow administrative time for each school in accordance with the following schedule:

Schools under 100:	One half day per week for the Principal's administrative duties.
Schools up to 300:	Half time of Principal for administrative duties.
Schools over 300:	Full time of Principal for administrative duties.
Schools 400-500:	Half time of Vice-Principal for administration, in addition to full time of Principal.
Schools over 500:	Full time of Vice-Principal for administration, in addition to full time Principal.

ii) Enrolments for the above as projected for September and as calculated in January of each school year. "School" in the above context shall be the administrative unit defined in 7.2 (i).

iii) In the event of a decline in enrolment necessitating a reduction in administrative time in January of any school year, the change shall be deferred until the following September.

Frontenac County Elementary, 1981-82 (Continued)

iv) Within the provisions of this section, any school of greater that 175 permanent enrolments may include a vice-principal within its organization.

v) For the purposes of calculating administrative time under this section, the number of students in special classes, special education resource programmes and trainable mentally retarded classes is multiplied by a factor of 2.5, and the number of kindergarten children by a factor of .5.

vi) For the purposes of this section, Crescent School and Annexes will be considered to have a permanent enrolment of over 500.

vii) Nothing in Artice VII shall preclude the granting of additional administrative time, subject to Board approval, where it can be shown to the satisfaction of the appropriate area superintendent that demands upon the time of a principal and/or vice-principal are such that the administrative time allocated is inadequate for the effective operation of the school.

Fort Frances-Rainy River Elementary, 1980-82

Principals of schools with the equivalent of nine full-time Teachers will be non-teaching; unless they personally choose otherwise.

Geraldton Elementary, 1980-82

The Board will provide time off to Vice-Principals for supervisory duties in accordance with the following formula:

500 or more students	0.5
450 to 499 students	0.3
400 to 449 students	0.2
275 to 399 students	0.1

Kent County Elementary, 1981-82

17:05 Administrative time allowance shall be determined for each school annually by Senior Administration, after consultation with the Elementary School Principal, based on the following enrolment and program factors and formula:

(a) Administrative Time Factors:

Enrolment:

0	-	149	-	1
150	-	249	-	2
250	-	349	-	3
350	-	449	-	4
450	-	549	-	5
550	-	649	-	6
650	-	749	-	7

Kent County Elementary, 1981-82 (Continued)

Programs to receive a factor are as follows:

Kindergarten
Primary
Junior
~~Intermediate~~
Opportunity
Learning Disabilities
Special 7/8
Trainable Retarded
Behaviour Adjustment
Hard of Hearing

Program Scale:

3	-	1
4	-	2
5	-	3
6	-	4
7	-	5
8	-	6
9	-	7
10	-	8

(b) Administrative Time Formula:

Enrolment and Program Scale				Allowance
2	-	3	-	.5
4	-	5	-	.75
6	-	7	-	1.0
8	-	9	-	1.25
10	-	11	-	1.5
11 or more			-	1.75

Lakehead Elementary, 1981-82

PRINCIPALS AND VICE-PRINCIPALS

Allocation of time for administrative and supervisory duties of Elementary School Principals:

A. (a) schools with 8 or more supervised Teachers
- Full Time

(b) schools with 3 to 7 supervised Teachers
- 50%

(c) schools with less than 3 supervised Teachers
-0%

B. Principals of schools with fewer than 3 superivised Teachers will not be granted time free from classroom teaching except on occasions when they are requested to attend meetings called by the Director or Zone Superintendent, or for other purposes approved by the Director or Zone Superintendent - for such purposes, a supply Teacher will be provided on notification by the Principal.

Lakehead Elementary, 1981-82 (Continued)

C. In exceptional situations, where the schedule in A is deemed inadequate, provisions may be made on approval of the Director of Education.

10:02 Allocation of Vice-Principals and allotment of time for Administrative and supervisory duties:

A. Vice-Principals will be appointed in schools of ten (10) or more supervised teachers. For this clause there will be no rounding off when calculating the number of supervised teachers.

B. In the event that a school that presently has a Vice-Principal declines in enrolment to the point where there are fewer than ten (10) supervised teachers on September 30, the Vice-Principal will be maintained for the school year 1981-1982.

C. Time free from teaching will be granted through internal arrangements or by approval of the Board on recommendation of the Director of Education.

D. By September 1, 1980, the Board will provide time off to Vice-Principals for supervisory duties in accordance with the following formula:

500 or more students	-	.5
450 to 499 students	-	.3
400 to 449 students	-	.2

Once Vice-Principal relief time has been implemented in accordance with the above formula, a reduction will not be made unless there is a decline in enrolment of at least 5% below the figure required for implementation.

Lambton County Elementary, 1981-83

(d) In schools of 19 rooms or less, the principal will teach at least 20% of his time and the vice-principal no more than 80% of his time, sharing a classroom.

5.03 Relief Time for Supervisory and Administrative Duties

(a) In schools of more than 19 rooms, the vice-principal shall be allowed at least 2 half days per week from his classroom for supervisory and/or administrative duties.

(b) Classroom relief time for supervisory and administrative duties by the principal shall be allowed according to the following chart. Where a vice-principal has been appointed, this shall be considered to be 10 half days of the relief time on the schedule.

Number of Rooms	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Relief Time	6	6	6	6	6	6	8	8	8	8	8	8	10	10	10	10	10	12	12	12	12

Lambton County Elementary, 1981-83 (Continued)

Note: In schools with less than 15 rooms where a vice-principal has been appointed, the relief time shall be the same as for all 15 room school (10 half-days).

(c) In schools where special circumstances warrant it, additional time for supervision by the principal may be permitted with Board approval.

Leeds and Grenville County Elementary, 1980-82

(e) Administrative Time for Principals

Implemented September 1, 1981

Principals shall have the following administrative time:

	Admin. Time
Schools with 12 or more teaching units	1.0
Schools with 9 - 11.9 teaching units	0.7
Schools with less than 9 teaching units	0.5

Clustered schools without a Vice-Principal 0.1 additional.

(ii) Appointment of a Vice-Principal

Schools with 16 or more teaching units shall have a Vice-Principal.

Note: (a) In the event that the school shall drop below 16 teaching units the Vice-Principal position becomes redundant.

(b) In the event that the position becomes redundant and the encumbent Vice-Principal cannot transfer to another Vice-Principal position, she shall not be paid her Vice-Principal responsibility allowance.

(c) New Vice-Principals, according to this agreement, shall be appointed effective January 1, 1981.

(iii) Administrative Time for Vice-Principals

Administrative time for a Vice Principal shall be 0.5.

London Elementary, 1980-82

THE BOARD OF EDUCATION FOR THE CITY OF LONDON

MEMORANDUM

FROM: SUPERINTENDENT OF OPERATIONS 1978-79 OP-02

DISTRIBUTION: 1978 September 01

FOR ACTION: Elementary School Principals

FOR INFORMATION: Academic Council

SUBJECT (S): OPERATIONS DEPARTMENT ELEMENTARY STAFFING
1978 - 79 - ELEMENTARY SCHOOL GUIDELINES

The following is an Operations Department guidelines statement re: staffing in the elementary schools of London for the 1978-79 school year. The statement is meant as a guideline for principals and area superintendents. Any change arising from the collective agreement with elementary school teachers will supersede this guideline.

Teaching Vice-Principals

Personnel Manual for Teachers 5.1
On 5 June 1958, the Board established the policy of appointing vice-principals to elementary schools with 13 or more classrooms.

A "Classroom" is a group of students with a teacher in a room or area.

The full-time librarian, full-time guidance counsellor, full-time equivalent Industrial Arts and Family Studies teachers shall be included.

The following units qualify for teaching vice-principals.

Aberdeen
Arthur Ford
Arthur Stringer
Bishop Townshend - Boyle Memorial
Brick - Manor & Highland Park
Byron Northview
Byron Southwood
Chippewa
C.C. Carrothers
Cleardale
Ealing
F.D. Roosevelt
Fairmont
Hillcrest
J.P. Robarts
Knollwood
Lady Beck
Trafalgar
Tweedsmuir
Lord Elgin
Lord Roberts - Ecole Alexandra
Mountsfield
Nicholas Wilson
Northbrae
Northridge
Oak Park - John Dearness
Orchard Park - University Heights - Sherwood Forest
Prince Charles
Riverside - Westdale
Ryerson
St. George's
Sir Isaac Brock
Sir Winston Churchill
Stoneybrook
Tecumseh
Victoria - Kensal Park
Wortley Road

Total - 37 Vice-Principals

London Elementary, 1980-82 (Continued)

Non-Teaching Vice-Principals

The following units are authorized to have non-teaching vice-principals:

Emily Carr
Empress - Oxford Park
Evelyn Harrison - Huron Heights
Lester B. Pearson
Lord Nelson
Lorne Avenue
Princess Elizabeth
Sir John A. Macdonald
Westmount
White Oaks
Wilton Grove
Woodland Heights

All achools designated as senior schools and other schools having 25 or more open classrooms qualify for a non-teaching vice-principal. A major unit is treated as one school for this purpose.

Total - 12 Vice-Principals

Teaching Principals

The following schools shall have teaching principals. These schools qualify for .5 principal's relief.

Clara Brenton
Glen Cairn
Masonville
Northdale
Sir Georges E. Cartier (effective 1979 January)
W. Sherwood Fox

All elementary schools having fewer than 13 open classrooms are administered by a teaching principal, who is allowed .5 relief time.

Total - 6 principals

Non-Teaching Principals

All other schools will be administered by a non-teaching principal.

All elementary schools having more than 12 open classrooms by definition are administered by a non-teaching principal.

These schools are:

Aberdeen
Arthur Ford
Arthur Stringer
Bishop Townshend - Boyle Memorial
Brick Street - Manor & Highland Park
Byron Northview
Byron Southwood
C.C. Carrothers
Chippewa

London Elementary, 1980-82 (Continued)

Non-Teaching Principals Continued

Cleardale
Ealing
Emily Carr
Empress - Oxford Park
Evelyn Harrison - Huron Heights
Fairmont
Franklin D. Roosevelt
Hillcrest
John Dearness - Oak Park
J.P. Robarts
Knollwood Park
Lady Beck
L.B. Pearson
Lord Elgin
Nord Nelson
Lord Roberts - Ecole Alexandra
Lorne Avenue
Mountsfield
Nicholas Wilson
Northbrae
Northridge
Oxford Park - University Heights - Sherwood Forest
Prince Charles
Princess Elizabeth
Riverside - Westdale
Ryerson
St. George's
Sir Isaac Brock
Sir John A. Macdonald
Sir Winston Churchill
Stoneybrook
Tecumseh
Trafalgar
Tweedsmuir
Victoria - Kensal Park
Westmount
White Oaks
Wilton Grove
Woodland Heights
Wortley Road

Total - 49 principals

Michipicoten Elementary, 1980-82

11.02 Administrative Time

(a) Principals shall be granted full time for administrative duties.

(b) Vice-Principals shall be granted administrative time as available in the timetable.

Norfolk Elementary, 1981-82

(a) i) the allocation established in this agreement for school administration/supervision time as established in accordance with the following schedule:

Classification	N. of Teachers		Administration/Supervision Time (half days per week)
I	20+		14
II	16 - 19.9		10
III	10 - 15.9		8
IV	a) 7 - 9.9	- schools with intermediate division students	8
	b) 7 - 9.9	- schools with no intermediate division students	7
V	3 - 6.9		4
VI	2.9 or fewer		3

Norfolk Elementary, 1981-82 (Continued)

13.01 (ii) (a) ii) The minimum teaching time for the Principal shall be the quivalent of three half days per week. This time shall be distributed in such a way that it will have a maximum concentrated impact as an example in the teaching of basic subject, so that other teachers will have the opportunity to observe. The objective is for the Principal to teach parallel to the work of other teachers so that he/she may use his/her experience to work with teachers to institute new programs, and to improve existing programs through planning, participation and evaluation.

Up to one-third of the time specified above may be excluded from regularly timetabled teaching if in consultation with the Superintendent, the Principal chooses to substitute such things as demonstration lessons, special lessons, or remedial work. A Principal who has qualifications in guidance or who has experience in this area and has no staff member yet qualified in guidance may apply this half-day to counselling on the basis of forty minutes weekly on behalf of every 25 Grade 8 students.

(b) the allocation established by the designated Superintendent of Education for

(i) management of school library resource centres

(ii) teachers of French As A Second Language Programs

(iii) vocal and/or instrumental music programs

(iv) family studies and technological studies programs

(iii) Where there is significant need demonstrated by the Principal in consultation with the Director of Education or his designate additional staff may be allocated to a school to fulfill the needs.

North York Elementary, 1981-82

48.03 Time may be provided for Teachers holding positions of responsibility to carry out their administrative duties whenever possible.

Sudbury Elementary, 1981-82

Vice-Principal - Administration Time

16+ teachers -- 0.1 for each 2 teachers

It is understood that the following programs which are funded by a special weighting factor from the Ministry of Education will be staffed on the basis of Part B so long as the rate of funding described in Ontario Regulation 108/79 is maintained.

Wellington County Elementary, 1981-83

13:02 Supervisory Time

(1) Each principal's supervisory time shall be calculated on the basis of 8% per teacher rounded to the nearest 10% with a minimum of 50% for schools of six (6) teachers.

(2) a) Vice-Principals shall be appointed in schools with 13 or more classes.
b) Each Vice-Principal's supervisory time shall be calculated on the basis of 1.5% per class rounded to the nearest 10%.
c) In schools with Grade 7 and Grade 8 classes where Vice-Principals have been appointed, the minimum supervisory time for Vice-Principals shall be 0.5.

(3) In situations of need, the Principal may apply on his own behalf or on behalf of the Vice-Principal for additional supervisory time, to be granted at the discretion of the Director.

Wentworth County Elementary, 1981-82

(i) Level 1 - less than 10.0 Total School Staff

(ii) Level 2 - 10.0 or more Total School Staff and all School Units.

(b) (i) Principals of Level 1 schools shall be at least 50% free from regularly scheduled teaching time for purposes of administration and supervision;

(ii) Principals of Level 2 schools and School Units shall be free from all regularly scheduled teaching time for purposes of administration and supervision.

(c) All Vice-Principals shall be granted a mimimum of 50% time free from scheduled teaching time for purposes of supervision and administration as determined by the Principal in accordance with the Act and Regulations;

Carleton Secondary, 1980-82

12.05 The Board agrees to continue its present general practice respecting the assignment of teaching time for its teachers. The practice is that:....

(b) A department head is assigned classroom duties equivalent to 1000 minutes per 5 day cycle....

Central Algoma Secondary, 1981-82

(a) The Principal and the Vice Principal shall not be required to teach regular classes except as they agree to voluntarily.

Chapleau Secondary, 1981-82

11.01 - In organizing the timetables for the school year, the Principal will be requested that wherever possible no more than six (6) credit courses be allocated to teachers employed as Co-Ordinators.

It is not intended that the application of this article will entail the employement of any additional staff.

Dryden Secondary, 1981-82

28:03 Using the staff quota determined above, the Principal shall program the school using the following guidelines:

a) Assigned Teaching Periods:

i) Coordinators shall teach four (4) classes per day and shall use two other designated periods for administrative work

ii) Program Chairmen, Assistant Coordinators and Assistant Program Chairmen will teach five (5) classes per day and shall use one other designated period for administrative work

iv) Vice Principals - at the discretion of the Principal

Espanola Secondary, 1981-83

8.04 Each Department Head will be granted one period in each of the three cycles of the four days in the timetable for department administration.

8.05 Each Director will be granted one period in each of the three cycles of the four days in the timetable, plus two additional periods over the four days, for administration.

Essex County Secondary, 1980-82

The usual teaching load for a teacher and Department Head is 6 periods and 5 periods respectively.

Frontenac County Secondary, 1981-82

27.3 A major department head or director shall not normally be assigned more than five 40-minute teaching periods per day, or equivalent.

Geraldton Secondary, 1980-82

Wherever possible, subject chairman shall not be assigned to more than three (3) teaching periods each semester.

Hamilton Secondary, 1981-82

COMPOSITE SECONDARY AND GRADE 13 SCHOOLS

24.02 (i) The maximum assigned time for teachers shall be seventy-five per cent (75%) of S.I.T., designates as follows:

	Non-Semesterd Schools	Semestered Schools Average of Both Semesters
(a) Major Head	- 12.5% of S.I.T. - Departmental Administration - 62.5% of S.I.T. - Teaching and other professional duties	- 12.5% of S.I.T. - Departmental Administration - 62.5% of S.I.T. - Teaching and other professional duties
(b) Assistant Head, Minor Head, Minor Chairman and Teacher	- 75% of S.I.T. - Teaching and other professional duties	- 75% of S.I.T. - Teaching and other professional duties

(ii) In addition to the maximum assigned time in 24.04 (i) above, the Principal may assign a teacher to replace absent teachers and to perform occasional supervisory duties as the need arises up to a maximum of five per cent (5%) of S.I.T.

(iii) Effective 1 September, 1982, 24.02 (i) (a) shall be amended with the insertion of "and Minor Head - Art, Music, Family Studies, providing the teacher has a full timetable in the subject."

24.03 (i) Non-Semestered Schools

As of October 1, of the school year, the maximum teaching loads per cycle shall be as below; however, a tolerance of five per cent (5%) shall be allowed per Department, per school, per cycle above these maximum teaching loads.

Hamilton Secondary, 1981-82 (Continued)

SUBJECT	MAJOR HEAD	ASSISTANT HEAD, MINOR HEAD, MINOR CHAIRMAN AND TEACHER
English	125 students	150 students
Music, Art	115 students	138 students
Science	137 students	165 students
Technical Education	100 students	120 students
Family Studies	100 students	120 students
Other	150 students	180 students

24.03 (ii) Semestered Schools

The maximum teaching loads totalled for both semesters shall be in accordance with Article 24.03 (i).

(a) The semestered teaching loads for the first semester, as of October 1, shall be approximately 50% of the maximum teaching loads as in accordance with 24.03 (i), and the semestered teaching loads for the second semester, as of March 1st, shall be approximately 50% of the maximum teaching loads as in accordance with 24.03 (i).

24.04 For the purpose of staffing, all remedial classes shall have a maximum of 20 students. Each remedial class shall be considered as being equal to one-sixth of the average teaching load for the subject as follows:

English	25 students
Other	30 students

SECONDARY SCHOOLS (VOCATIONAL)

24.05 The Standard class loadings as of October 1, shall be:

Academic classes	18 (average)
Vocational classes	17 (average)

The average class size shall be calculated as follows:

$$\frac{\text{GROSS PUPIL PERIOD CONTACTS PER CYCLE PER DEPARTMENT PER SCHOOL}}{\text{NUMBER OF CLASSES PER CYCLE PER DEPARTMENT PER SCHOOL}}$$

24.06 Classes for Exceptional Students, as designated by the Board, shall have a maximum of 12 students. These classes shall not be used in the calculation of the averages of standard class loadings under Article 24.05.

24.07 (i) In each school, the average assigned time for teachers, excluding Assistants to the Principal and Guidance Counsellors, shall not exceed 81.5 per cent of S.I.T., teaching and other professional duties.

Hamilton Secondary, 1981-82 (Continued)

24.07 (ii) Effective 1 September, 1982, the Assistants to the Principal shall have 50% S.I.T. designated for Administration, 25% S.I.T. for teaching and other professional duties.

24.08 As of October 1, the Board will endeavour to have an average Pupil-Teacher Ratio in Secondary Schools (Vocational) not to exceed 12.5 : 1. The P.T.R. shall include all certificated staff including Principals and Assistants to the Principal.

24.09 Vocational, Composite Secondary and Grade 13 Schools

It is understood that sections 24.02 (iii) and 24.07 (ii) will require in addition to the number of teachers generated by the present staffing formula, an additional 10 teachers to the secondary panel, effective, September 1, 1982. If the full total of 10 teachers is not required to satisfy the above requirements, the balance shall be assigned to the secondary panel for the 1982-83 school year as the Board determines.

Kent County Secondary, 1981-82

The Board shall endeavour to assign teaching duties of not more than thirty (30) teaching periods in a forty (40) period week for teachers, Minor Department Heads, and Assistant Department Heads, and not more than twenty-five (25) teaching periods in a forty (40) period week for Directors and Major Department Heads. Those schools having other than forty (40) periods per week shall assign duties in the same proportion as set out above. It is recognized that because of circumstances (including small departments) within some schols that this time allotment cannot always be achieved for every Department Head. Where this time allotment cannot be achieved, the Principal will discuss the circumstances with the Department Head.

Lambton County Secondary, 1979-82

The Committee for Conditions of Work for Quality Teaching, and the Administrative Council recommend that the following general guidelines are desirable for good teaching and learning conditions:

"The principal shall have available a minimum of one period per staff member per 5 or 6 day cycle to allot as "department periods" to heads and assistant heads. The assignment of these periods should be made in consultation with departments where this is possible.

These "department periods" are to be in addition to the suggested 20% unassigned preparation time per teacher."

Niagara South Secondary, 1981-82

11.02.04 The schedule of teachers shall include 20% unassigned time for preparation, marking and planning.

For the school year commencing 1982-83, non-instructional time in excess of the 20% unassigned time shall be allocated by each school Principal, in consultation with his staff. Major heads and directors with full teaching schedules shall receive an additional 5% unassigned time for departmental and school organizational duties.

11.02.05 In recognition of special cases that may arise, a teacher who so desires, upon the approval of his Principal and Superintendent may exceed the guidelines set forth in this Article.

11.03 It is understood that the normal solution for a teacher having a workload beyond the workload guidelines defined in 11.02 would be the readjustment and redistribution of part of that workload to another teacher or teachers, subject to the considerations outlined in Section 11.02.01. If the Board is unable to adjust the workload or take any other appropriate steps to solve the problem the Board would not be precluded from hiring additional staff.

Nipigon-Red Rock Secondary, 1980-82

17.01. Commencing in Sepember 1976 the Board shall provide staff for the Secondary School within its system as follows:

a) <u>One Principal</u> whose teaching assignment shall not exceed one class per day.

b) <u>One Vice-Principal</u> whose teaching assignment shall not exceed (1) two classes per day while enrolment in the shcool is 400 students or more; (2) three classes per day while enrolment in the school is less than 400 students.

17.04 a) The Board and the Administration shall make every reasonable effort to make allowances in the timetable for duties required of Subject Co-ordinators as per O. Reg. #704/78 Section 12, part 2 s.s. (b).

b) Subject co-ordinators shall be excluded from the supervisory duties specified in 17.03 (a) (ii) above.

c) When enrolment declines in the high school, and time is made available, the subject co-ordinators will be given a time-table allowance in the scheduling of time for administration duties to a maximum (on average) of four periods per week (4 in 30).

Nipissing Secondary, 1980-82

16.13 Each major department head, including Directors who have been appointed to a department of a school of over 400 students, where at least 3 teachers (including the head of the department) have been assigned at least 600 minutes of classroom instruction per day, shall have the equivalent of at least one 40 minute period per day assigned for the purpose of fulfilling the duties of his position of responsibility.

Norfolk County Secondary, 1981-82

Each teacher will teach a maximum of 36 periods per 6-day cycle except for directors and major department heads, who will teach 30 periods.

North York Secondary, 1981-82

7.6.0.0.0. SUPERVISORY TIME

7.6.1.0.0. Time shall be provided by the principal on a fair and equitable basis to school departments in order that they meet the supervisory and organizational needs of the department.

Prescott and Russell County Secondary, 1981-82

12.02 For the purpose of this agreement, a Major Department Head is defined as a teacher who, under the supervision of his Principal, is responsible, in a school, for a department where four (4) teachers or more teach a minimum of twenty (20) courses which give a right to twenty (20) credits, on an annual basis.

12.03 The responsibility of such a Department Head is to provide the supervision and leadership in his department. To this end, he may be allowed a maximum of two hundred minutes per week to fulfill the responsibilities of his position. He teaches each day a minimum of five (5) courses of one (1) credit each, on an annual basis. He also may be assigned a maximum of one hundred and sixty (160) minutes per week of other professional duties.

12.05 An Administrative Assistant is appointed in the schools where there is no Vice-Principal, starting September 1st, 1981.

The responsibility of the Administrative Assistant is:

1. to teach each day, a minimum of five (5) courses of one (1) credit each, on an annual basis. To fulfill the responsibilities of his position, he will be assigned a maximum of 200 minutes per week. He may also be assigned a maximum of one Hundred and sixty (160) minutes per week of other professional duties.

2. to assist the Principal by fulfilling the administrative responsibilities assigned to him.

Prescott and Russell County Secondary, 1981-82 (Continued)

12.06 An Assistant to the Major Department Head is appointed in a department where forty-five (45) courses of one (1) credit each on an annual basis, are taught.

The responsibility of the Assistant to the Major Department Head is:

1. to teach each day a minimum of six (6) courses of one (1) credit each on an annual basis. He may be allowed a maximum of one hundred and twenty (120) minutes per week to fulfill the responsibilities of his position. He may also be assigned a maximum of forty (40) minutes per week for other professional duties.

2. to assist the Major Department Head by fulfilling the responsibilities assigned to him.

13.02 For the purpose of this agreement, a Minor Department Head is defined as a teacher who, under the supervision of his Principal, is responsible, in a school, for a department where three (3) teachers or more teach a minimum of twelve (12) courses which give a right to twelve (12) credits, on an annual basis.

13.03 The responsibility of such a Department Head is to provide the supervision and leadership in his department. He teaches, each day, a minimum of six (6) courses of one (1) credit each, on an annual basis. He is allowed a maximum of one hundred and twenty (120) minutes per week to carry out his headship responsibilities and may be assigned a maximum of forty (40) minutes per week for other professional duties.

Scarborough Secondary, 1980-82

7.4.1.0.0. Time shall be provided by the principal on a fair and equitable basis to school departments in order that they meet the supervisory and organizational needs of the department.

7.4.2.0.0. Unless otherwise agreed by the principal and department head, each department will be granted a minimum of one 40 minute period per day or equivalent thereof for such needs.

Stormont, Dundas and Glengarry County Secondary, 1981-82

This is a Letter of Commitment, relating to Guidelines on Time a Teacher will be in contact with Students, and Guidelines on Class Sizes for the school year 1981-1982.

Based on a forty-period week, the Teacher will have thirty teaching periods. The remaining ten periods will be designated as unassigned time. However, it is understood that each Teacher may be called upon by his Principal to perform contact activities to a maximum of five of the ten unassigned periods. The foregoing will apply to Department Heads except that, where required, a Department Head will have up to an additional five extra periods to fulfill the duties of the position of responsibility.

Sudbury Secondary, 1981-82

Major Heads and Directors shall teach five 40-minute periods per day per school year, or the equivalent thereof, unless an additional period is otherwise agreed to in writing by the Principal and the Major Head/ Director concerned.

If two or more courses or levels are taught simultaneously, this shall count as one period.

Wentworth County Secondary, 1980-82

27.07 Each Major Department Head shall have 1/6 of his teaching time as defined in 27.05 assigned for the purpose of fulfilling the duties of his position of responsibility.

Windsor Secondary, 1981-84

(b) the maximum teaching load per department head Category I (Major) will be five (5) credits per year;

(c) the maximum teaching load per director will be three (3) credits per year;

(e) the maximum number of counselling periods for a counsellor will be thirty (30) periods in a forty (40) period week or its adjusted equivalent in schools not on a 40 period week;

Brant County R.C.S.S., 1980-82

3.01 (a) Principal Relief

Relief time will be determined by full time equivalent teachers as indicated in the school organization chart. The sliding scale covering Principal's Relief will be as follows:

Up to and including	FOUR TEACHERS	3 half-days
	FIVE AND SIX TEACHERS	4 half-days
	SEVEN AND EIGHT TEACHERS	5 half-days
	NINE AND TEN TEACHERS	6 half-days
	ELEVEN AND TWELVE TEACHERS	7 half-days
	OVER TWELVE TEACHERS	FULL TIME

Dufferin-Peel R.C.S.S., 1981-83

13.010 Principals appointed to schools shall be free from regular classroom responsibilities. Other professional duties may be assigned to principals of schools at the discretion of the Director.

13.011 Where appointed, Vice-Principals shall be given time free from classroom teaching for the performance of their duties as Vice-Principals as per the "General Administrative Procedures" (G.A.P.) staffing guidelines - September 1981.

Dufferin-Peel R.C.S.S., 1981-83 (Continued)

Vice Principals

Number of Students	V.P. Time
400	3/10
450	4/10
500	5/10
550	6/10
600	7/10
650	8/10
700	9/10
750	10/10
800	11/10
850	12/10
900	13/10
950	14/10
1000	15/10

An increase of 1/10 for each Special Education class.

Essex County R.C.S.S., 1980-82

9:15 a) Principals of schools with less than 10 rooms shall be relieved of teaching duties half-time.

b) Principals of schools with 10 rooms or more shall be relieved of all teaching duties.

Fort Frances-Rainy River District R.C.S.S., 1980-82

6.05 The relief from teaching duties must be provided for all principals of a ten-room school or over. The principal of less than ten rooms shall be relieved of teaching duties at the rate of 1/2 day per week each 2 rooms. (Classroom is a room in operation having a school register).

Frontenac, Lennox and Addington County R.C.S.S., 1981-82

12.01 (c)

All principals in schools with an enrolment of 250 or more students as of September 1st in any school year shall be relieved of teaching responsibilities. All principals in schools with an enrolment of less than 250 students as of September 1st in any school year shall have half-time teaching responsibilities.

Kent County R.C.S.S., 1981-82

4.04 Principals' Time Off From Assigned Classroom Duties

(a) For the purpose of carrying out administrative duties, the Principal shall be relieved from classroom duties according to the following schedule:

8 classrooms and over	-	full-time relief
6 and 7 classrooms	-	3½ days relief
under 6 classrooms	-	3 days relief

(b) In all cases "classrooms" shall mean occupied classrooms as determined by Administration. Each classroom used on a full-time basis for any grade level from Junior Kidergarten to Grade 8 including Special Education classrooms shall be considered one classroom. All classrooms used on a half-time basis or more but less than on a full-time basis shall be considered half a classroom.

(c) The number of classrooms in operation shall be the total number of full-time classrooms added to the full-time equivalent of half-time classrooms and a residual ½ classroom in the resulting total shall be counted as a whole classroom.

(c) Twinned units shall be considered one school for classroom purposes.

(d) For Salary purposes only, a library shall be counted as a classroom.

Lambton County R.C.S.S., 1981-82

16.01 Principals' Time for Supervision and Administration

(a) 9 room schools and over - full time
(b) 6 - 8 room schools - half-time
(c) 5 room schools or less - 1½ days per week
(d) One-half (½) classroom to be considered as a full classroom.
(e) Additional time for supervision and administration may be given at the discretion of the Director

16.02 Vice-Principals' Time for Supervision and Administration

(a) The Vice-Principal shall be relieved of teaching duties at the discretion of the principal.
(b) A supply teacher is to be assigned to a Vice-Principal's classroom on the second consecutive day of the Principal's absence.

16.03 That the Board grant to the Vice-Principal the responsibility allowance for that school size after those responsibilities have been assumed for twenty (20) consecutive days due to the Principal's absence.

Lambton County R.C.S.S., 1981-82 (Continued)

16.04 Assistant to the Principals' Time for Administration

(a) The Assistant to the Principal shall be relieved of teaching duties at the discretion of the Principal.
(b) A supply teacher may be assigned to the Assistant to the Principal's classroom at the discretion of the administration.
(c) The Board may grant to the Assistant to the Principal the responsibility allowance for that school size after those responsibilities have been assumed for twenty (20) consecutive days due to the Principal's absence.

London and Middlesex County R.C.S.S., 1980-82

20.02 Principals of Combined Units

Where the Board deems it necessary and beneficial to the educational interest of the children to combine schools under the leadership of one principal, that principal shall be relieved of all teaching duties.

Prescott and Russell County R.C.S.S., 1980-82

12.05 School Principals and Vice-Principals will be relieved from teaching duties according to the following schedule:

NUMBER OF CLASSROOMS**	NON-TEACHING TIME SCHOOL PRINCIPAL %	DAYS*	VICE-PRINCIPAL %	DAYS*
2	50	2½	-	-
3	50	2½	-	-
4	50	2½	-	-
5	60	3	-	-
6	70	3½	-	-
7	80	4	-	-
8	90	4½	-	-
9	100	5	-	-
10	100	5	-	-
11	100	5	-	-
12	100	5	-	-
13	100	5	-	-
14	100	5	-	-
15	100	5	30	1½
16	100	5	30	1½
17	100	5	30	1½
18	100	5	40	2
19	100	5	50	2½
20	100	5	60	3
21	100	5	70	3½
22	100	5	80	4
23	100	5	90	4½
24+	100	5	100	5

** where a Daily Attendance Register is kept * days per week

Sault Ste. Marie R.C.S.S., 1980-82

For the purpose of determining a Principal's released time from teaching duties, schools with 10 classroom teachers or more shall be designated 'A' Schools. Schools with 9 classroom teachers or fewer, shall be designated as 'B' schools.

a) Principals of 'A' schools shall be relieved from regular teaching duties.

b) Principals of 'B' schools shall be relieved of regular teaching duties for five half-days each week.

c) When Principals are absent from school for four consecutive days or longer, the Vice-Principal shall be given half of the regular released time of the Principal as arranged with the Director. If circumstances require releases time on, or before, the fourth day, arrangements for released time shall be made in consultation with the Director.

d) Any increase or decrease in the number of classrooms operated in a school, which occurs after November 30th in any year, shall not be be considered in designating schools as 'A' schools or 'B' schools.

Simcoe County R.C.S.S., 1981-82

(3) Schools with an enrolment in excess of 500 students on April 30 in any year may, if the staffing opportunity presents itself, have a vice principal appointed for the following September or at such time subsequent thereto as is appropriate in the opinion of the Director of Education.

(4) The position of vice principal would terminate June 30 of any year in which enrolment of the school concerned declined below 450 on a particular April 30.

(5) Vice principals shall be qualified in accordance with Ministy of Education regulations and shall perform such duties as are determined by the principal and superintendent concerned.

(6) Release time for vice principals not to exceed one day per week shall be arranged by the principal and superintendent concerned having due regard for all staff deployment in the school.

York Region R.C.S.S., 1980-82

8.01 The Board recognizes the importance of the services provided by the principals and vice-principals. In keeping with this,

(a) Principals shall be relieved from teaching duties to preform the duties of principal;

(b) Vice-principals shall be relieved from teaching duties every half day or on a half-time basis.

NOON-TIME SUPERVISION AND OTHER FORMS OF NON-TEACHING SUPERVISION

Central Algoma Elementary, 1981-82

Noon Hour Supervision

(a) All vacant positions of lunch time supervisors are to be advertised publicly.

(b) Appointments to this position will be made in accordance with the Board's policy in this regard. (Appointment of Personnel - Teaching and Lunch Time Supervisors).

(c) Work period to be for the period of lunch time at each school, not to exceed one hour per day.

(d) Duties of the lunch time supervisors are as to be assigned by the principal.

(e) The employment period of lunch time supervisors will depend on the quality of service provided as evaluated from time to time by the Board staff, such period, however, not to exceed the life of this agreement.

(f) Remuneration to be as determined by the Board.

(g) The minimum number of lunch time supervisors to be in accordance with the following:

I	Bruce Mines Central	- 2	
II	Echo Bay Central	- 2	
III	Johnson-Tarbutt Central	- 2	(Johnson - 1 (Tarbutt -1
IV	St. Joseph Island Central	- 2	
V	Laird Central	- 2	
VI	Thessalon Primary	- 1	
VII	Thessalon Senior	- 1	
VIII	Thessalon Township Central	- 1	

Total Lunch Time Supervisors 14

(h) The Board reserves the right to reallocate lunch time supervisors where enrolment requires.

East York Elementary, 1981-82

Article 47 - LUNCH AND PREPARATION TIME

47.01 In elementary and junior high schools, the Board will continue the practice of providing lunchroom supervisors at noon hour, thereby allowing Teachers time for lunch and preparation.

47.02 In elementary schools:

(a) a Teacher shall be entitled each school day to a 40-minute uninterrupted and continuous lunch period free from supervisory, teaching and administrative duties, and

East York Elementary, 1981-82 (Continued)

47.02 (b) the Board will encourage the provision of scheduled breaks which shall approach, but ordinarily not exceed, 60 minutes per school day averaged over the week....

47.03 In junior high schools:

(a) a Teacher shall be entitled each school day to a 40-minute uninterrupted and continuous lunch period free from teaching and non-teaching duties, and....

(c) the Board will encourage in line with present practice the provision of time for "oncall" or supervisory duties to each full-time classroom Teacher.

Article 48 - EXTRA-CURRICULAR OR CO-CURRICULAR ACTIVITIES

48.01 Extra-curricular or co-curricular activities are those conducted by Teachers outside the regular classroom hours. This does not apply to supervisory duties prescribed by law and assigned by the principal. Professionally, Teachers are expected to share responsibility for extra-curricular or co-curricular activities but some Teachers assume a greater portion of these duties than others. These Teachers have the option of applying to the principal and the staff or School Staff Committee for compensatory time in the form of relief from supervisory duties and/or other duties normally assigned in the school.

Frontenac County Elementary, 1981-82

7.1 Noon Recess - The Board shall arrange for a schedule of midday supervision that will ensure for each teacher an uninterrupted period of forty minutes for lunch.

Halton Elementary, 1981-82

The Board will attempt, within its resources, to provide planning time and to set a maximum limit on supervision time for each Member.

Hearst Elementary, 1980-82

10:02 Noon Recess:

The Board recognizes that a teacher is entitled to an uninterrupted period of not less than forty minutes for lunch. It is agreed that this period will be free of all supervisory duties unless otherwise determined by the teaching staff.

Kent County Elementary, 1981-82

The Board recognizes that a teacher is entitled to an uninterrupted period of not less than forty (40) minutes for lunch.

Lake Superior Elementary, 1980-82

Article XVIII LUNCH ROOM SUPERVISION

18:01 During lunch periods, there will be a Teacher assigned the responsibility of the supervision of pupils. The assigned Teacher will have the assistance needed to fulfill this requirement.

Lambton County Elementary, 1981-83

Noon hour lunch supervision will be arranged at the direction of the principal.

Leeds and Grenville County Elementary, 1980-82

The Board, through the school Principal, shall sincerely endeavour to arrange a schedule of mid-day supervision that will allow each teacher forty (40) minutes for lunch. The teacher should not, except in an emergency, be required or requested to perform any duties or function during this period. Where the Principal is unable, within the resources of his school organization, to effect the above, he will refer the problem to the Area Superintendent and both shall design a plan for the provision of the above, where practicable.

The implementation of this clause shall be a no additional cost to the Board.

Lanark County Elementary, 1981-83

29.05 The lunch recess for Teachers shall be not less than forty (40) consecutive minutes. It is agreed that this period will be free of all supervisory duties unless otherwise determined by the Principal and teaching staff of a school.

Michipicoten Elementary, 1980-82

The Board recognizes that a teacher is entitled to an uninterrupted period of not less than one (1) hour for lunch. The Board has assumed the responsibility of hiring lunch room supervisors. It is agreed that this period shall be free of all supervisory duties for teachers, except those delegated by the principal.

Muskoka Elementary, 1980-82

Article 17. - Lunch Break Supervision

17.01 Every teacher while on duty within the teacher's assigned school shall be entitled to a lunch break of 40 consecutive minutes. This break shall be free of supervisory duties.

Nipigon-Red Rock Elementary, 1981-82

23.01 Noon hour supervision shall be as per Board Policy. This Policy shall remain in effect for the duration of this Collective Agreement.

North York Elementary, 1981-82

Article 42 - ELEMENTARY SCHOOL COMMITTEES

42.01 Each elementary school may, at the discretion of a simple majority of the total staff, have a School Committee to which representatives are elected by the total teaching staff. The size of the Committee shall be the perogative of the local school. On each Committee the principal and vice-principal in those schools shall be members.

42.02 The responsibilities of the School Committee shall include:

(a) Developing a model for consideration of the total staff for distribution of staff based on projected enrolment and staff allocation. This model is subject to review and approval by the Assistant Superintendent of Schools.

(b) Proposing to the total staff a yard duty schedule which will equitably distribute this task among all staff and give consideration to other extra-curricular school activities of all staff and to make every reasonable effort to ensure that staff assigned supervision duties during the recess periods have some relief following those duties.

(c) Considering the proposed in-school budgets and making recommendations to the principal regarding their disposition.

(d) Developing a model for the consideration of total staff, regarding procedures for staff meetings, provisions for lunch period and preparation time.

(e) Each Teacher shall be entitled to a lunch period of not less than 40 minutes per day uninterrupted and free from teaching, supervisory or administrative duties.

46.01 No Teacher shall be required to perform as part of the Teacher's regular duties any duties normally and regularly performed by members of the secretarial or custodial staff. This shall not preclude the participation of a Teacher in incidental duties associated with the instructional program or in those duties prescribed in Regulation 704 and The Education Act, 1974.

Article 47 - JUNIOR HIGH SCHOOLS

47.01 Full-time classroom Teachers shall be entitled to a lunch period of not less than 40 minutes per day uninterrupted and free from teaching, supervisory or administrative duties.

North York Elementary, 1981-82 (Continued)

47.02 Unless otherwise agreed between the principal and Teacher, the present practice of including in a Teacher's timetable a daily preparation period of at least 40 minutes or the equivalent thereof, and time for "on call" or supervisory duties shall be continued.

48.02 A Teacher shall not be assigned duties regularly involved in recognized positions of responsibility within a given school without remuneration unless mutually agreed upon between the principal and the Teacher.

Peel County Elementary, 1980-83

17.03 Noon Recess

Each Teacher shall have a minimum of 40 continuous minutes free from supervisory assignments during the noon recess.

17.04 Lunchroom Supervisors

The Board shall provide sufficient non-teaching lunchroom supervisors for those students remaining in the school for lunch according to Board Policy #23.

Notwithstanding Board Policy #23, each "closed" Special Education class shall be allocated one lunchroom supervisor at the discretion of the Superintendent of Operations, in conjunction with the Principal, regardless of class size.

The Superintendent of Operations has discretion to add additional lunchroom supervisors.

Prescott and Russell County Elementary, 1981-82

The assignment of pupil supervision shall be allocated among the teaching staff in a manner as equitable and even as is practicable in the individual schools.

Scarborough Elementary, 1981-82

Article 46 - LUNCHROOM AND NOON RECESS SUPERVISION

46.01 In JK-6 and JK-8 schools, the following conditions shall prevail:

(a) a Teacher shall not be responsible for supervising a lunchroom

(b) when non-teaching personnel are assigned to lunchroom supervision those persons are directly responsible to the principal

(c) a Teacher shall continue to perform supervisory duties in the school and on the school grounds, as assigned by the principal, at least 15 minutes before the commencement of afternoon classes

Scarborough Elementary, 1981-82 (Continued)

46.01 (d) a Teacher is encouraged to continue to coach teams and provide other activities during the lunch period as has been professional practice in the past.

46.02 In senior schools, lunchroom supervision as assigned by the principal shall be equivalent to a teaching period.

Sudbury Elementary, 1981-82

16.01 The Board will provide and administer a program of paid lunchroom supervisors.

Timiskaming Elementary, 1981-83

ARTICLE XX LUNCH RECESS:

20.01 The lunch recess for all members of The Branch Affiliates shall be 40 consecutive minutes. It is agreed that this period shall be free of all supervisory duties unless otherwise mutually determined by the Principal and teaching staff of a school.

Toronto Elementary, 1981-82

6.1.0.0.0. SUPERVISION OF STUDENTS

6.1.1.0.0. The School Staffing Committee shall recommend to the Area Superintendent appropriate supervisory practices in its school within the following guidelines:

6.1.1.1.0. Recognizing the requirements of the Regulations under The Education Act, 1974 and the need for flexibility in the system, the practices, as developed by the School Staffing Committee, shall provide for:

6.1.1.1.1. appropriate supervision for not more than thirty (30) minutes and not less than fifteen (15) minutes prior to the beginning of classes depending on school need;

6.1.1.1.2. appropriate supervision for not more than thirty (30) minutes and not less than fifteen (15) minutes after regularly scheduled classes end for the day;

6.1.1.1.3. supervision that will permit every Teacher an uninterrupted lunch period of at least forty (40) minutes free from direct supervisory duties, and,

6.1.1.1.4. making allowance in the timetable for duties required of teachers in charge of organizational units or programs or for special duties required of any Teacher,

6.1.1.1.5. supervising arrangements that will keep to a minimum the necessity for a Teacher to supervise students while already supervising students in the Teacher's own classroom; or to assume supervising responsibilities that would ordinarily be the responsibility of another Teacher.

Toronto Elementary, 1981-82 (Continued)

6.1.2.0.0. LUNCH ROOM SUPERVISION

6.1.2.1.0. For any school where there are too few Teachers on staff to provide appropriate lunch room supervision of students and to comply with 6.1.1.1.3. and 6.1.1.1.4., the Board will provide lay personnel to supervise the lunchroom under the supervision of the principal or the principal's designate who shall be a Teacher.

Wellington County Elementary, 1981-83

(1) The Board shall, where a need is demonstrated and a feasible solution is available, provide lay assistants to assist teachers with supervision during noon recess.

(2) Where possible, each teacher shall have a minimum of 40 consecutive minutes free and uncommitted noon hour time.

Windsor Elementary, 1979-82

18.01 The Board recognizes that a teacher is entitled to an uninterrupted period of time for his/her lunch according to Regulation 705/78 Section 3 (3).

18.02 There shall be a School Aide in every school for 2 hours per day. The primary function of the School Aide is to relieve teachers of supervision duty but additional duties may be assigned by the principal within the two hour per day allotment. Additional School Aides may be provided at the discretion of the Superintendent of Operations.

18.03 Full time teacher aides may be assigned by the Board to certain of the schools, with special consideration given to those schools designated as Compensatory.

York Borough Elementary, 1981-82

42.01 Except for Teachers who have been assigned supervisory duties by the principal in accordance with Ontario Regulation 704/78: Elementary and Secondary Schools and Schools for Trainable Retarded Children - General, a Teacher shall be available in the school or shall be on school duty not later than 8:45 a.m. and shall have class preparation completed, and except for the noon recess shall not be absent from such school duty earlier than 4:00 p.m. on each school day. The foregoing times may be varied under special circumstances approved by the principal or appropriate supervisory officer.

York Borough Elementary, 1981-82 (Continued)

Article 43 - LUNCH PERIOD SUPERVISION

43.01 A Teacher shall have a minimum of forty minutes free from supervisory assignments during the noon recess.

43.02 Notwithstanding 43.01, a Teacher may agree to take a shorter lunch period due to intramural sports or other school activities.

43.03 A Teacher shall not be required to supervise the eating of lunches by pupils unless in the opinion of the principal one or more Teachers are required to assist in maintaining adequate supervision while the pupils are eating their lunches.

York County Elementary, 1981-82

19.01 A teacher shall be entitled each school day to a forty-minute uninterrupted and continuous lunch period free from supervisory, teaching, and administrative duties.

Bruce County Secondary, 1979-82

19.03 Each staff member shall have half of his unassigned periods per timetable cycle designated for preparation and marking and half of his unassigned periods per timetable cycle designated for on-call.

Dryden Secondary, 1981-82

Based on a school day consisting of 8 or 9 instructional periods of approximately 40 minutes each, the timetable assigned to a full time teacher shall not exceed: an average of 2 periods per (6) six days for supervision or standby.

During the normal school day, a teacher may be assigned no more than an average of two periods of supervision per 6 days in addition to the above.

30:00 <u>ALLOWANCES FOR SUPERVISION OF EXTRA-CURRICULAR ACTIVITIES</u>

1. Allowances shall be considered for teachers supervising extra-curricular programs.

2. Extra-curricular activities shall be determined by a committee consisting of the Principal and at least two staff members.

3. The decisions of this committee shall be binding on all concerned.

4. This clause shall take effect September 1, 1981

Dryden Secondary, 1981-82 (Continued)

30:00 5. The Principal's committee shall label all activities as major or minor according to the following criteria:

a) a minor activity shall be defined as requiring more than 75 hours of time.

b) a major activity shall be defined as requiring more than 150 hours of time.

6. The allowance for extra-curricular activities shall be established by the Principal's committee using the following guidelines:

a) the allowance paid for a minor activity shall be half the allowance for a major activity.

b) the toal allowances paid out in a school year shall not exceed the following amounts specified for each school:

Dryden High School 7800

Ignace High School - the per share amount calculated for Dryden High School multiplied by the number of teachers entitled to an allowance payment.

Queen Elizabeth High School 6600

c) Allowance amounts per activity shall not exceed:

i) major share - $ 600.00

ii) minor share - $ 300.00

7. On or before May 30th, each Principal shall submit to the Director of Education a certified list of teachers entitled to an allowance payment, the activities involved and the number of shares and amount to be paid.

The allowances shall be paid to teachers by the end of June.

East York Secondary, 1980-82

4.6.0.0.0. OCCASIONAL TEACHERS

4.6.1.0.0. The Board shall, as the need arises, hire an Occasional Teacher to substitute for an absent Teacher if a suitable qualified Occasional Teacher is available. If no suitable qualified Occasional Teacher is available to substitute for the absent Teacher, the principal may assign a Teacher on staff who is free from scheduled teaching duties but subject to assigned supervision or "on call" duties.

East York Secondary, 1980-82 (Continued)

4.6.2.0.0. Prior to September 1, the Board will take appropriate steps to ensure, to the best of its ability, that an adequate number of Occasional Teachers will be available in each subject area for the following school year.

4.6.2.1.0. The Board will review with the Branch Affiliate its present practice of supplying Occasional Teachers.

4.7.0.0.0. NON-TEACHING DUTIES

4.7.1.0.0. No Teacher shall be required to perform as part of his regular duties any duties normally and regularly performed by members of the secretarial or custodial staff. This shall not preclude the participation of a Teacher in incidental duties associated with the instructional program or in those duties as prescribed in The Education Act, 1974, and Regulations thereunder.

4.9.2.0.0. Unless otherwise agreed by the principal and Teacher, a full-time classroom Teacher shall have per day 2 full 40-minute periods, or the equivalent thereof, free from teaching and non-teaching duties, inclusive of a lunch period, and 1 full 40-minute period free of scheduled teaching duties, but subject to assigned supervision or "on call" duties.

Etobicoke Secondary, 1980-82

4.5.0.0.0. OCCASIONAL TEACHERS

4.5.1.0.0. The Board shall, as the need arises, hire an Occasional Teacher to substitute for an absent Teacher if a suitable qualified Occasional Teacher is available. If no suitable qualified Occasional Teacher is available to substitute for the absent Teacher, the principal may assign a Teacher on staff who is free from scheduled teaching duties but subject to assigned supervision or "on call" duties.

4.7.0.0.0. NON-TEACHING DUTIES

4.7.1.0.0. No Teacher shall be required to perform as part of his regular duties and duties normally and regularly performed by members of the secretarial or custodial staff. This shall not preclude the participation of a Teacher in incidental duties associated with the instructional program or in those duties as prescribed in The Education Act, 1974, and Regulations thereunder.

Frontenac County Secondary, 1981-82

30:00 ALLOWANCE FOR SUPERVISION OF EXTRA-CURRICULAR ACTIVITIES

1. Allowances shall be considered for teachers supervising extra-curricular programs.

2. Extra-curricular activities shall be determined by a committee consisting of the Principal and at least two staff members.

3. The decisions of this committee shall be binding on all concerned.

4. This clause shall take effect September 1, 1981.

Haliburton Secondary, 1981-82

A Teacher shall be guaranteed to have not more than six (6) teaching assignments in the nine (9) regular periods of each school day. This clause does not preclude the right of the Principal to assign supervisory duties when required.

Kent County Secondary, 1981-82

14:02 (a) Teachers shall not cover classes for other teachers except in an emergency and emergency shall mean "unforeseeable circumstances occurring during regular school hours".

14:02 (b) Notwithstanding 14:02 (a), members may be required to cover the classes of an absent teacher if a supply teacher has not been obtained following a conscientious effort by the Principal or his designate.

14:02 (c) Notwithstanding 14:02 (a) and 14:02 (b), teachers may be required to cover classes where a teacher's absence is for less than one-half day.

Leeds and Grenville County Secondary, 1980-82

Note: 1. Teachers shall not be required to provide on-call supervision for more than the first day of an illness except in an emergency situation.

2. No teacher shall be assigned to more than ten (10) on-call supervisions in any one school year. No teacher shall be assigned to on-call supervision for two consecutive days.

3. An emergency is defined in this case as an unexpected or unscheduled absence of a teacher from his or her teaching duties and for whom a suitably qualified occasional teacher cannot readily be obtained.

Leeds and Grenville County Secondary, 1980-82 (Continued)

4. The suitably qualified occasional teacher referred to in Note 3 may be substituted with an uncertificated person who is deemed by the Principal to be satisfactory for the assignment. This item is limited by Regulation 704/78 Section 22 (i) and (ii).

Manitoulin Secondary, 1981-82

(ii) not including homeroom, a maximum of three (3) periods per week averaged over the school year, of supervisory duties.

Nipigon-Red Rock Secondary, 1980-82

(ii) a maximum of 2 periods per week, on an average, of supervisory duties.

North York Secondary, 1981-82

(see Etobicoke Secondary)

Ottawa Secondary, 1980-82

(c) In addition to the [guaranteed lesson preparation] periods referred to in 20.04(b) above, all classroom Teachers shall have three (3) unscheduled (non-teaching) periods per week (based upon a forty (40) period week) which may be assigned at the discretion of the Principal.

(d) (i) Teachers will not be required to assume the scheduled duties of absent Teachers, except in unforeseeable circumstances occurring during school hours.

(ii) Teachers will not be required to supervise cafeterias during student lunch periods.

(e) The Employer will not be considered to be in contravention of 20.04 (a) [assigned teaching periods] and (c) when Teachers assume teaching duties of others who are absent due to unforeseeable circumstances occurring during school hours.

Prescott and Russell County Secondary, 1981-82

39.01 The normal work week in the secondary schools is five (5) days, Monday through Friday, inclusively. The weekly timetable of each teacher consists of the equivalent of 1200 minutes of teaching or six (6) courses per day each equal to one credit on an annual basis, 240 minutes of free time and 160 minutes of assigned duties, such as:

a) replacing a teacher for a teaching period, for good reason.

b) conducting a co-curricular activity during the school day.

Prescott and Russell County Secondary, 1981-82 (Continued)

39.01 c) compensatory relief for extra-curricular duties carried out after school hours.

d) fulfilling his duties as Department Head, tutor, guidance counsellor, librarian, teacher not reporting to a Department Head, teacher of repetitive courses, or supervisor.

e) to be a home room teacher, the equivalent of one (1) forty (40) minute period is allowed per week.

f) doing remedial teaching

g) any other professional duty.

39.02 Part-time teachers, whatever the reason for working part-time, are subject to paragraph 39.01 proportionnally to full-time teachers.

39.04 Co-curricular duties conducted during the normal work day are credited against the one hundred and sixty (160) minutes per week of related professional duties enumerated in this article.

39.05 Extra-curricular duties recognized by the Principal and voluntarily assumed by teachers outside the normal work day may be credited against the one hundred and sixty (160) minutes of related professional duties enumerated in this article.

Sault Ste. Marie Secondary, 1980-82

16.5.1. A teacher shall not be required to supervise any classes but his regularly scheduled classes, except with the concurrence of the teacher.

Scarboroug Secondary, 1980-82

(see Etobicoke Secondary)

Stormont, Dundas and Glengarry County Secondary, 1981-82

[Letter of Intent]

Based on a forty-period week, the Teacher will have thirty teaching periods. The remaining ten periods will be designated as unassigned time. However, it is understood that each Teacher may be called upon by his Principal to perform contact activities to a maximum of five of the ten unassigned periods. The foregoing will apply to Department Heads except that, where required, a Department Head will have up to an additional five extra periods to fulfill the duties of the position of responsibility.

The equivalent student contact and teaching periods would apply in semestered schools.

Stormont, Dundas and Glengarry County Secondary, 1981-82 (Continued)

Contact activities include supervision or on-call, or such other duties as fall within the meaning of a Teacher's contract or may be agreed upon by the Teacher and his Principal.

Sudbury Secondary, 1981-82

A 2) In addition, a full-time teacher shall have two 40-minute periods per day, or the equivalent thereof, free from teaching and non-teaching duties, inclusive of a lunch period AND one full 40-minute period free of scheduled teaching duties, but subject to assigned supervision or "on call" duties.

B 2) In addition, a half-time teacher shall have one 40-minute period per day, or the equivalent thereof, scheduled for assigned supervision or "on call" duties.

Wentworth County Secondary, 1980-82

27.09 Supervision shall be assigned during the school day, as defined by the Board and the Education Act, and shall be distributed in an equitable manner so as to prevent such duties from being an unusual burden upon any teacher. No teacher shall be assigned more that 12-1/2% of scheduled instructional time per cycle to supervision other than teaching. This shall be the equivalent of 1 period per day in 8 period schools and 1/2 period per day in 4 period schools.

Consideration shall be given to individual preferences. Supervision which is not utilized, even though it is time-tabled, shall not become cumulative.

Windsor Secondary, 1981-84

(d) teachers shall not cover classes for other teachers except in an emergency and emergency shall mean "unforseeable circumstances occurring during regular school hours";

(i) The maximum teacher load for teaching will not exceed thirty (30) periods in a 40 period week, and in addition each teacher shall be on call for two specified periods per week for supervisory duties as determined by the principal, provided such supervisory duties shall not replace supply teaching. Notwithstanding anything herein to the contrary, coaches and others involved in extra-curricular activities should, as far as possible, be exempt from supervisory duties during the season(s) of their activity.

Dufferin-Peel R.C.S.S., 1981-83

Every teacher shall receive 40 continuous minutes for lunch between 11:00 a.m., and 1:30 p.m., except where mutually agreed arrangements have been made between Teachers and Principals.

Kapuskasing R.C.S.S., 1981-83

4.06 Sports:

An annual allowance shall be paid as follows to the person(s) responsible for a sports program beyond regular school hours (80 hours with timetable):

- for the period from September 1, 1981 to August 31, 1982: $600.00 per year;

- for the period from September 1, 1982 to August 31, 1983: $625.00 per year.

It is the responsibility of the principal of each school to ensure that this activity is carried out as scheduled.

Refer to Board policy for the number allotted to each school.

4.07 Choir:

An annual allowance shall be paid as follows to the person(s) in charge of a well-organized school choir, beyond regular school hours (80 hours with timetable):

- for the period from September 1, 1981 to August 31, 1982: $600.00 per year;

- for the period from September 1, 1982 to August 31, 1983: $625.00 per year;

It is the responsibility of the principal of each school to ensure that this activity is carried out as scheduled.

4.08 Dramatic Arts:

An annual allowance shall be paid as follows to the person(s) in charge of a well-organized dramatic arts group, in a school, beyond regular school hours (80 hours with timetable):

- for the period from September 1, 1981 to August 31, 1982: $600.00;

- for the period from September 1, 1982 to August 31, 1983: $625.00.

It is the responsibility of the principal of each school to ensure that this activity is carried out as scheduled.

Kapuskasing R.C.S.S., 1981-83 (Continued)

4.09 Student council:

An annual allowance shall be apid as follows to the person(s) in charge of a well-organized student council, beyond regular school hours (80 hours with timetable):

- for the period from September 1, 1981 to August 31, 1982: $600.00;
- for the period from September 1, 1982 to August 31, 1983: $625.00.

It is the responsibility of the principal of each school to ensure that this activity is carried out as scheduled.

ARTICLE 17 -- MIDDAY SUPERVISION

17.01 The Board agrees to hire a supervisor to be responsible for midday supervision in schools of five classrooms or less.

Michipicoten R.C.S.S., 1980-82

9.01 Noon Recess

i) The Board will endeavour to hire and maintain a lunch room supervisor(s) to supervise the lunch room and in the school yard from 11.50 a.m. to 12.50 p.m.

ii) In the event that a lunch room supervisor cannot be hired, the supervisory responsibilities will be taken care of by the teachers. A schedule for supervisory duties will be set up in such a way as to entitle each teacher to an uninterrupted period of not less than 40 minutes for lunch.

North of Superior R.C.S.S., 1981-82

Where there are more than five (5) lunch pupils (calculated as a daily average over a one-month period) per teacher available for supervision in a school building, the Board will provide one paid lunchroom supervisor. However, it is understood that, where pupils remain for lunch, there must be a qualified teacher on duty in the school. Students participating in co-curricular activities are not included in the ratio above.

Prescott and Russell County R.C.S.S. Board, 1980-82

(a) Teacher-aides will be employed to assume supervision during the pupils' lunch period. This period will be of a minimal duration of forty (40) minutes.

(b) However, the Principal or a teacher shall be present in the school and available if needed.

Timiskaming District R.C.S.S., 1981-83

SUPERVISORY DUTIES

31,01 Supervisory duties will be comprised of 30 minutes before classes begin pending revision of bus schedule and fifteen (15) minutes after classes end for the day.

31,02 The Principal in accordance with his timetable shall be responsible for providing each teacher with a lunch break of forty (40) minutes.

31,03 As per Regulation 704/78, section 14 (2d), the principal shall submit for the approval of the Board a list of teachers appointed for supervisory duties at any time during the period beginning thirty (30) minutes before classes begin for the day and ending fifteen (15) minutes after classes end for the day when the school building and the playgrounds are open to the pupils and classes are not in session.

31,04 Recesses in all schools shall be of fifteen (15) minutes duration.